A PRIMER OF LIBRARY PRACTICE

BY

G. E. ROEBUCK

AND

W. B. THORNE

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BY

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670
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UNIV. OF DENVER
SCHOOL OF
LIBRARIANSHIP

GRAFTON & CO.
69 GREAT RUSSELL STREET
LONDON, W.C.
1914

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CWRC

First Published in 1904 (Putnam's)
New Edition, rewritten and enlarged, 1914

TO

THE MEMORY OF

JAMES DUFF BROWN

WHOSE EFFORTS TO INCREASE

THE EFFICIENCY OF BRITISH PUBLIC LIBRARIES

WERE WIDELY RECOGNISED

AND WHOSE ZEAL

SERVED AS A GREAT STIMULUS

TO HIS CONTEMPORARIES IN THE MOVEMENT

THIS WORK IS DEDICATED

FOREWORD

TEN years ago the writers of this manual produced *A Primer of Library Practice for Junior Assistants* which aimed at providing a short preliminary review of library practice at that date. It was framed with a view to affording junior assistants a general account of the establishment and development of public libraries, together with an examination of recognised measures of library routine and the purposes underlying them. Since that date the circumstances have largely changed; technical education has advanced to such an extent, and specialised works on so many sections of library practice have appeared, that much of the original purpose of the 1904 Primer has disappeared for all time; yet within the last few months the professional press has credited that little book with a unique position in technical literature, and a demand for a new and revised edition has arisen. The book has been rewritten entirely, but the same aim has prompted the writers, viz. to provide an easy introduction to library practice which shall be of interest and service to the young librarian, whilst affording a convenient insight into a class of work which non-professional persons find themselves occasionally called upon to

direct in the capacity of members of public library committees.

In the succeeding chapters the writers have attempted to review generally modern library practice, to analyse the meaning, value and actual work of municipal libraries, and the effort is submitted to the reader in the hope that it may play some part in the creation of a wider understanding of, and sympathy with, a public institution which has yet to reach its highest functions, and to which it can only approach by a greater recognition on the part of the general public. While under obligation to no single work, the writers are indebted for inspiration and ideas to practically the whole field of modern library literature, and a select list of books which develop further the subjects dealt with in the following pages is appended.

G. E. R.
W. B. T.

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A PRIMER OF LIBRARY PRACTICE

CHAPTER I

THE LIBRARY MOVEMENT

Public libraries are a creation of the nineteenth century and constitute a movement to place the best literature and the most reliable sources of information within the reach of all who would avail themselves, without cost or hindrance, consideration of race, creed or social position. Being repositories of literature representing all branches of knowledge, these institutions influence the intellectual life of the nation to an extent only imperfectly realised by the average student of social economics, and are capable of a much-extended usefulness and influence as public recognition and legislative opportunities increase. As media for the acquisition or extension of knowledge they form corollaries to all existing educational movements. They are authorised by law but operate only by the will of the people, who are entitled to tax themselves within prescribed limits for these

purposes. Public libraries provide for the young and the old, the blind and the seeing, the student and the general reader; they are treasure-houses of culture, bureaux of information, and constant founts of recreative happiness and diversion.

Within the last ten years or so public libraries have loomed into prominence and, aided by large benefactions, have become part of the municipal machinery of very many places in the United Kingdom where the extent of population and of social necessity justified their establishment. So long as any movement makes outward signs of progression in the erection of large and costly buildings, or in other ways, public attention is unconsciously attracted, and if that attraction engenders a desire for intimate knowledge of purpose and aim whilst the particular movement is yet in the heyday of its advancement, its future is assured when it reaches the limit of its progression, and all is well with it. Public libraries are reaching the limit of establishment in this country, although they are as yet only working towards their fullness of purpose, and there is a danger lest lack of further external evidences of life should prompt people without inner knowledge to regard as sterile a movement the possibilities of which are as yet in the bud. Therefore a short review of the Library Movement will be opportune. The term is applied to the origin and development of

public municipal (rate-supported) libraries, authorised by law and operating under public acceptance, a movement practically contemporary with that which resulted in compulsory education, and one of the principal results of the epoch of reform in which was evolved legislation affecting all phases of social condition from the earlier part of the nineteenth century. Although private efforts at book distribution had been recorded for years, and public museums (sanctioned by law a few years in advance of public libraries) had served in the sense of public reference libraries, the earliest activities in the direction of the establishment of public libraries, as we know them, were those of Edward Edwards, for some time on the staff of the British Museum and rightly termed "the father of the public library movement." He provided most of the evidence for the consideration of a Select Committee of the House of Commons, which was appointed in 1849 upon the application of William Ewart, M.P. for Bletchingley, Liverpool, for the purpose of ascertaining the best means for extending the establishment of libraries freely open to the public. Edward Edwards was a thorough enthusiast, with complete mastery of his subject. The Committee made a comprehensive survey of the question, and guided by Edwards, left no stone unturned which could produce evidence of the need for public town libraries. The result of this enquiry brought certain conclusions to notice, amongst them being the fact that

Great Britain was far behind the continental nations in the matter of public education, that a need did exist for the establishment of town libraries by means of which it was believed that popular education would be advanced, and that direct legislation empowering the establishment of such libraries was needed. These findings prompted Mr. Ewart to introduce a Bill entitled *An Act for enabling Town Councils to establish Public Libraries and Museums* (1850), which was the first direct legislation in respect of public libraries. This Act gave permissive powers to towns of over 10,000 inhabitants to take a poll on the question of levying a rate, to the extent of one halfpenny in the £ on the rateable value, for the provision of a library or museum, and if it was agreed to adopt the Act, the proceeds of such a rate were to be applied to the erection of suitable buildings and subsequent management and maintenance charges. Loans for the purposes of this Act could also be raised upon the security of the local rates by a town council. Such was the opening of a series of legislative efforts to transfer a work, previously but partially attempted by private munificence, into a widely distributed undertaking chargeable to the State. This initial Act was but experimental and a need for revision was soon recognised. This, in part, came about as a result of the passing of *An Act to extend the Public Libraries Act of 1850 to Ireland and Scotland* (1853), which, however, only made the previous law operative in any part of the

United Kingdom. Further improvements and extensions of the original Act were embodied in Bills which appeared before Parliament during the next half century, but in order to follow these developments intelligently it is necessary to consider the case of the three countries separately, seeing that measures were introduced which affected one or more of the three countries without any alteration in the cases of the others.

ENGLAND AND WALES: Following the initial Act of 1850, public library legislation concerning England and Wales received further attention in *An Act for further promoting the establishment of Free Public Libraries and Museums in Municipal Towns, and for extending it to Towns governed under Local Improvement Acts and to Parishes* (1855) which opened the opportunities for establishing libraries in all communities irrespective of status in local government, and which furthermore removed the previous limitation of income from the halfpenny to one penny in the £. By its provisions, where the population was under 5000, a town council or district board could adopt the Act on condition that there was a two-thirds majority in favour thereof at a public meeting of burgesses convened specially to consider the matter. In parishes of 8000 population, and over, ten burgesses had the right to demand a poll. Powers were granted to neighbouring parishes to combine for the purposes of this Act; all institutions established to be freely open to the

public. Control was vested in not less than three, or more than nine, commissioners who were to be elected by the council, board or vestry, as a body corporate. *An Act to amend the Libraries Act* (1866) removed the population clauses, and enabled the commissioners of adjoining parishes to add a library to a museum already established, or vice versa, without further process. *An Act to amend the Public Libraries Act, 1855* (1871) gave powers of execution to local government boards under the Public Health Act of 1848 and the Local Government Act of 1858. A further *Act to Amend the Public Libraries Acts* (1877) necessitated polling by voting papers and empowered the raising of a library or museum rate at less than the full penny in the £, from time to time, as the burgesses felt disposed. Another *Act to amend the Public Libraries Act* (1884) legalised the acceptance of grants from the Board of Education, and also that where the 1855 Act was in operation for the purposes of a public library, museum, school of art and science, or art gallery, any other or all of these institutions might be added at the option of the governing body and without further polling. The *Act to amend the Public Libraries Act* (1887) provided that a public library might be established in a room or premises not otherwise appropriated to the purposes of the Act, and gave powers to districts in London under the Metropolitan Management Act of 1855 to adopt the Libraries Act in the same manner as parishes, but no parish in-

cluded in a district wherein the Act already operated could make a new local adoption without the consent of the Local Government Board. The *Act to amend the Public Libraries Act, 1855*, which was passed in 1889 incorporated the Libraries and Museums Rate with, and as part of, the Poor Rate for the district. *An Act to amend the Public Libraries (England) Acts* (1890) repealed portions of the measures of 1855 and 1887, and the whole of the 1877 Act. It stipulated that the rate could be fixed at one halfpenny or three farthings in the £, with allowance that after the expiry of twelve months a new vote be taken for the purpose of increasing the rate to a sum not exceeding one penny in the £. Title to vote on this matter was restricted to burgesses whose names occurred on the current electoral roll, and voting was to be done on special voting papers. Library authorities were, by this amendment Act, allowed to co-operate with governing bodies of libraries under endowment and controlled by the Charity Commissioners. So far the principal Act had been that of 1855, but in 1892 its place was taken by the *Act to Consolidate and amend the Law relating to Public Libraries*, the full text of which appears in an appendix to this volume. It has been subject to an Amendment Act of 1893, wherein occurs a modification relating to its adoption by urban districts, and allowance for the combination of two or more such bodies for the establishment of libraries, museums, etc.; the Local Government

Act of 1894 permitting the transfer of powers from commissioners to councils or vestries; the Act of 1898 dealing with offences (which was enlarged in 1901 by an Act to regulate the liability of managers of libraries to proceedings for libel), an Act which, amongst other minor provisions, extended the Offenders Act of 1898 to museums and art galleries, and entitled any parochial elector to serve on the local library committee, in accordance with the Local Government Act of 1894. The only remaining legislation for England and Wales concerned the formation of London boroughs in 1900, and the Local Government Act of 1899 dealing with these changes, transferred the offices of parochial library committees into one library committee for the borough by which the previous parishes were absorbed.

IRELAND: As we have noted, the original Ewart Act of 1850 was extended to Ireland by the amendment of 1853, which in turn became repealed by *An Act for further promoting the establishment of Free Public Libraries and Museums in Ireland* (1855), which raised the rate-levy to one penny in the £. Library legislation for Ireland remained practically unchanged until 1877, when *An Act to amend the Public Libraries (Ireland) Act, 1855*, approved the establishment of schools of music; gave borrowing powers to commissioners and allowed non-members of a council or local board to serve as library commissioners. Amendment Acts in 1889 and 1902 authorised grants from County Councils to public

libraries in Ireland, and permitted district boards to operate the Libraries Acts. Incidental references to library law for Ireland occurred in the Acts of 1877, 1889 and 1901 already referred to.

SCOTLAND: The extension of Ewart's Act to Scotland formed part of the provision of the Act of 1853 which has been mentioned under Ireland, but this was further amended in 1854 by *An Act to amend the Act of the last Session for extending the Public Libraries Act, 1850, to Ireland and Scotland*, which raised the rate-levy to one penny in the £, and made provision for the purchase of books. There was a further amendment in 1866, and another *Act to amend and consolidate the Public Libraries Acts* (*Scotland*) in 1867, which repealed previous law, limited the period for loans, contained injunctions for the governing authorities and permitted the extension in regard to museums or art galleries without further reference to the electorate. Clauses slightly affecting Scottish library law occurred in the Acts of 1871 and 1877; special conditions concerning the public libraries in the City of Edinburgh were dealt with in a local Act (1887), but all previous Acts for Scotland were repealed on the passage of *An Act to amend and consolidate the Public Libraries* (*Scotland*) *Acts* (September, 1887), which stands the principal Act to date, slightly concerned by the amending laws of 1889, 1892, 1894, and 1899.

Such, in brief, is the story of library legislation, out of which the present library movement has

grown; but although its bulk is not enormous it must not be imagined that Parliament passed it with little or no comment. On the contrary, a very lively opposition was set up against the earlier Bills. Viewed from such a distance in time many of the broad lines of objection form trifling reading nowadays, but we must give the objectors credit for the best of intentions. What wonder that in a day bristling with reform after reform, one such which had no parallel in existence should have been imperfectly understood? Since that day sixty years have elapsed and ten times that number of townships have put the provisions of Libraries Acts into practice, and even yet the public library is not fully understood by the bulk of those for whose benefit it is instituted.

Little progress followed the early legislation, but it must be remembered that the Act was a permissive one, and being so it operated only when some body of opinion had made itself felt in a district. There was no provision to cover the expense of ascertaining public feeling on the question, therefore districts in which the movement took shape in the early years were those where public-spirited enthusiasts took upon themselves the cost and labour of propagandist work. Where public libraries exist to-day it is always possible to trace self-sacrifice on somebody's part, probably unrecognised by their contemporaries. To those dreamers of dreams, past and present, how much the nation owes!

It cannot be too often emphasised that although laws enabling public libraries to be established have been in existence over sixty years, the Library Movement is little more than a quarter of a century old. The foundation of the Library Association in 1877 forms an important feature in the story, since when some six hundred towns and parishes have thought it wise to tax themselves in the cause of national enlightenment, and from a few scattered and ill-maintained book collections has arisen one of the most influential forces of our day. The Library Movement has been accomplished!

What is it? What is its present-day force in the social life of the nation? To formulate some crude idea of this we must first try to estimate the influence of books in a day when average men and women are making efforts to understand the fundamental principles of modern thought; taking upon themselves the task of finding a way out of the wilderness, they read and read to a definite purpose. How many quotations from prominent thinkers could be repeated here to prove that books and proper reading are regarded as the surest foundations for national advancement. It cannot be gainsaid that the reading of the nation is leaving its mark, and that the public library is playing no inconsiderable part in this direction was admitted within the last few months by one of our greatest novelists, who stated, "The public library did me good mentally and morally. It was my University, the only

University I ever had, a very liberal University indeed, to which I shall always look back with gratitude and affection. Now that I am a writer of books myself, I have written this in order to show what the Public Library was to me, what memories it evokes." It may be argued that such experiences are rare; that this particular writer had book-craft beyond the average and knew how to gain this aid from the public library—skill not necessarily to be found in the generality of those who use such institutions. It may also be held that since the greater proportion of the books circulated are works of fiction, the public library is but acting as a rate-supported medium for recreation or idle reading. To the first argument can be advanced a plain truth, that if one person can find inspiration in a public library the public library contains that which inspires, and such being the case, it is an institution to be regarded with favour and support, since it stands for the inspiration of the townspeople. As to the cavil about fictional reading, it is necessary once again to explode this old fallacy. Those who hold this very erroneous line of objection should remember that in the time one student reader spends on a book of substance another reader will devour half a dozen works of fancy. And after all, this line of argument refers but to books *circulated;* no account is taken of that great and far-reaching work which is operated from the reference departments of public libraries. In many towns this section of

the work is of primary importance, in most it is of great value to the immediate populace, and when this special work is brought into the account we find that fiction drops away to an average of 43 per cent. only, taking the figures for the country. And the work of the reference departments must be taken into account to gain a fair idea of the value of public libraries, otherwise it would be as fair to judge the economic importance of a particular railway system from a consideration of its seaside excursion traffic alone, overlooking the immense value of its goods-carrying traffic.

The work of a public library is not to be measured after the fashion of so many other operations, and statistical returns are useful only to a certain point. Such figures, like insidious poisons, should be handled only by those who understand them. The public library is an aid to culture and enlightenment, from its walls radiates the influence of all that is good in literature, accumulated philosophy, scientific fact, historical record, expression in verse or work of pure imagination. One hall-mark only is required to render its stores acceptable and to assure its unparalleled influence—the stamp of excellence and merit, and all literature that can lay claim to such a standard invades the darker places in the life of humanity with lessons of truth and messages of hope, be it by work of crusted thought or the play of a hobgoblin fancy !

If this is admitted, let us consider the extent to

which the Library Movement has carried this deposition of literature throughout the country; let us endeavour to comprehend the significance of its doings. From the latest Government Return[1] we gather that 580 towns and parishes are supporting public libraries in which they have stored 11 millions of books. Assuming, for the sake of argument, that a good proportion of this stock failed to influence the national life, it would be rash to attempt to calculate the effect of the remainder. And what use did the populace make of these accumulated stores of the best literature of all races and all times? From the same source we ascertain that the total issue in the year ended 31st March, 1911, was 54,690,222 books! FIFTY MILLIONS OF BOOKS READ AND CONSULTED DURING ONE YEAR—who can frame any estimate of their influence on the national mind?

To-day the Library Movement is more pronounced in England; the last Parliamentary Return showing that of the 10,995,115 books possessed by British public libraries in the year 1911, 9,252,218 were located in English, 1,352,123 in Scottish, 228,163 in Irish and 162,611 in Welsh towns and parishes; or 84·15 per cent. in England, 12·29 per cent. in Scotland, 2·08 per cent. in Ireland and 1·48 per cent. in Wales. A similar proportion of the bulk circula-

[1] *Return of all places in England and Wales, Scotland and Ireland that have adopted the Public Libraries Act, etc.* Home Office, 22 July, 1912 (266).

tion of 54,690,222 books was noticeable ; 48,287,505 were issued from English public libraries (88·29 per cent.), 4,877,789 from Scottish libraries (8·92 per cent.), 983,602 from Irish libraries (1·80 per cent.) and 541,326 from Welsh libraries (·99 per cent.). These figures go to prove the relationship between supply and demand, and that whereas in Ireland and Wales the recorded circulation was small, there is nothing disproportionate, point for point, with the greater circulations in England and Scotland, for the turnover of the English stock was 5·0 per cent., the Scottish 3·6 per cent., the Irish 4·3 per cent., and the Welsh 3·3 per cent.

It will thus be seen that public libraries wherever situated are receiving an almost uniform recognition by the British reading public, but great as is the work being accomplished by these institutions, it is certain that much more would be forthcoming if the financial arrangements under which they operate were better adjusted. As it is, the several library authorities who collectively are responsible for the welfare of these 11 millions of books and their annual circulation to tens of millions of readers, receive sums so inadequate that the wonder is not the amount they do, but rather that they are able to do anything at all ! Hampered by a short-sighted rate limitation, the activities of these several authorities are never decided by the needs of their townsmen, but by the rate-yield. Only some 10 per cent. of public libraries to-day receive incomes such as enable them

to fulfil their purpose in anything like a reasonable degree; a further 30 per cent. eke out a starved existence, struggling to prove their worth; whilst quite 60 per cent. are so ridiculously placed in finance that it is unfair to reckon them at all when putting the Movement to the test. That these 60 per cent. are doing much good no one disputes, but it is disheartening to consider how far their full scope and usefulness is handicapped for reasons which the townspeople themselves would be quick to rectify had they legal powers to do so. A glance at the Schedule of Rate Incomes appended to this volume will satisfy the most severe critic of public libraries that difficulties exist which the law has created, and which only the law can remove. As we write a new Public Libraries Bill is in shape and awaiting the attention of Parliament; a Bill giving permissive power to townships and parishes to increase the levy for library purposes. It is a known fact that many corporations are anxious to extend their library rate, but cannot do so without special parliamentary power, to gain which, or even to attempt to gain which, means a cost so heavy that it is prohibitive.

The good work being carried on under present conditions goes steadily forward, and with no further scope public libraries already established will continue to make greater claims for public recognition year by year, but the passage of the new Libraries Bill will open up further resources

which await the fitting time to unfold themselves. A later chapter contains some account of the many and varied responsibilities which the librarian, or his committee, or the general public connect with the public library, and one has but to give careful thought to these—remembering that they are almost entirely additional to the actual definition of the institution's work proper, but without which that work would suffer immeasurably—to realise how sorely pressed these municipal storehouses must be, how just the arguments of those who back this projected addition to library legislation.

The purposes of the new Public Libraries Bill are not confined to considerations of finance; one of its main features is the power sought to establish County Library Authorities with a view to a co-ordination of the work at present in operation in a county area, and the opening up of systems of book circulation amongst the dwellers in rural districts. So far, public libraries are generally met with in places of above 10,000 population, and with rare exceptions the more sparsely populated districts are bookless, except for certain well-meant private efforts. If any legislation is sorely needed it is such as will send the best literature, and plenty of it, into the rather colourless life of the rural dweller. Under present circumstances little can be done. Any parish may decide to establish a library under the Acts, but the limit of 1d. in the £ on the assessable value of the district (and agricultural land is

assessed low) means that a very few pounds would be all that the levy would yield, insufficient to maintain a newspaper room adequately, leave alone a library proper. The Acts as they stand certainly give powers to adjoining parishes to combine for these purposes, but even a combination of two or three parishes would not make matters much better. It is the combination of all that is required, and such will never work out until some central authority has power to act for the whole. Therein lies the great force of the suggestion which the new Bill carries forward for the consideration of the Legislature.

The Library Movement, prior to the passing of this Bill, will remain much as it is, a matter of six hundred well-distributed towns and parishes (excepting in Scotland and Ireland), with a very slow increase in their means of existence, almost if not wholly neutralised by the great advance in prices of every commodity they require ; but a new era will commence with projected legislation which will tend to connect these six hundred established points of service not only one with the other, but with each community in its line of connection, and set up a network of book distribution to every point of the United Kingdom.

CHAPTER II

ORGANISATION

HAVING reviewed the coming of public libraries, legislation to date, present-day scope and estimated influences, with a prospect of the possibilities before the Movement to be inaugurated by means of up-to-date legislation, let us proceed to consider the methods by which a public library is organised and is prepared for public use.

The Acts having been adopted in a town or parish in accordance with one or other of the methods outlined in the first schedule appended to the Act of 1892, a library authority is automatically created who will either address themselves collectively to the organisation of their municipal library, or depute this work to a committee comprising a selection from the main governing body with or without co-optated but not publicly elected townspeople. The arguments in favour of co-optation on library committees are several—the multitude of duties which a local body has on hand renders it increasingly difficult for members to give adequate attention to one and all of the sections of municipal activity, whilst the fact that a great number of the leisured

class do not stand for municipal honours and have much time to give to such concerns as public libraries, schools, museums, etc., is often used as an argument for the extensive co-optation of townsmen of ability on library committees. Furthermore, it is work of a special character, demanding of those who take it up a certain acquaintance with literature, ancient and modern, which may not be necessary in quite a number of other instances of local government. Co-optation tends to bring the literary people of a district into direct association with the local literary enterprise, but the serious flaw in this arrangement is that a co-optated (or partially co-optated body) has not power to act, it is but a reporting committee whose decisions may or may not receive favour and sanction by the ultimate authority. These matters must rest with local opinion, after all, but the new committee, however constituted, finds several matters of immediate concern awaiting it. First and foremost (but in practice, unfortunately, often last) is the appointment of a trained librarian, whose experience will enable him to bring all subsequent details before the governing body in due order and with much saving of time and labour. It has been rightly stated that the trained librarian is as much needed on the spot when the work first opens, as a buildings inspector is needed when foundations are being laid; his subsequent work can be marred for a considerable period by a faulty start, and from a point of view of

expense he can save his first year's salary and over by the economies he is able to effect. Library organisation is not a work which *anyone* can do satisfactorily; it is a special line, and as such it should be regarded throughout the governance of such establishments. All sections of public undertaking being work on special lines and involving expenditure of large sums of public moneys, should receive trained attention and experienced handling from the commencement.

In many other directions of municipal enterprise there is the chance that amongst the body elected to the control of the town's affairs there may be some who can give a practical attention to matters requiring knowledge of building construction or engineering, the control of labour or the processes of law, but rarely indeed can such bodies boast of members cognisant with the establishment of libraries and matters germane thereto. The mere fact that co-optation is so largely resorted to points significantly to this conclusion; therefore, it is laid down as a cardinal conclusion that early steps should be taken to appoint a trained librarian with suitable experience. This is rather a troublesome matter, because so many of the districts produce a meagre rate for library purposes, and consequently it is impossible to offer salaries sufficient to induce the best candidature, as a rule. From this reason the calling of librarianship has suffered much, the tendency being to regard the status of an official more by the

amount he earns from a community than by the work he actually does on its behalf. The rates of remuneration generally regarded as proportionate to the scope of the work in a particular district, and in regard to the amount of rate-income, can be ascertained by a governing body on application to the Library Association, the recognised authority on all matters pertaining to municipal library undertakings.

With a trained officer appointed, the committee will next be concerned with (*a*) the acquisition of premises for library purposes, with or without adaptation to requirements ; or (*b*) the erection of suitable buildings. If the first course is followed, it should be the quest of the committee to acquire premises in a good central position ; near to the heart of the town's affairs, not poked away in some remote position serviceable only to the immediate residents. In addition to the centrality of the premises, regard should be had of the neighbouring buildings, the close range of noisy manufacturing works being avoided. The premises sought should be extensive to allow for later expansion, with good dry cellarage for storage purposes, and a large ground floor space, more than is actually required. The frequent choice of narrow, small-area premises of several stories is a fatal mistake ; many a public library system is hindered in such buildings. The need for room for expansion is great ; the system is intended to be successful, and

success means expansion as a rule, therefore it should be well in mind from the date of commencing operations. There are many other minor considerations attaching to the choice of premises for adaptation to library purposes which a trained officer would be able to keep before his committee, but as they may vary so considerably with the particular conditions, space cannot be taken here with a discussion of possible features to avoid. Should the committee decide to erect premises specifically for their purposes (either through the assistance of interested persons or out of accumulated funds, or by money raised by loan), the first movement will be the acquisition of a site, again either through gift or from funds available or by loan. The ideal site for library building is like all other ideals—it varies according to the point of view of the individual; but certain broad lines can be laid down which apply to all cases. The site should be in a central position; roomy, with grounds adjacent which are not occupied by tall, light-obscuring premises, and if possible, approachable from more than one thoroughfare. A site that is not suitable is dear at a gift. It should be a *sine qua non* that freehold is acquired, with no vexatious restrictions. It should front to a main thoroughfare and have a good square extent. With the utmost precaution, the plans of an initial committee are liable to go aglee, but so long as a site has room in advance of immediate requirements so that there is allowance for expansion, a site which

offers itself to the above general requirements may be approved. The site acquired, the next step will be to obtain plans and estimates for the new building in accordance with funds available. Competitive plans are usually insisted on; by such means the committee gains a variety of ideas and gets what it wants. A plan favoured, expert opinion ought to be taken that the bill of quantities is sound and thus avoid possible over-expenditure as the building proceeds in erection. What to look for in plans is another matter upon which a deal depends. It is admitted that a quart cannot be got into a pint pot, but it is astonishing how far architectural ability will go with even inconvenient sites and prescribed expenditure. It must not be overlooked that a prominent feature in the mind of the architect is style and elevation, whereas the chief factor of importance is internal; architects have a failing for ceilings and costly plaster-work, often, one fears, at the expense of the value of their buildings for the purposes they stand to house. But competition reveals much of the mind of the designer and safeguards against much ornate extravagance. Large, spacious and lofty apartments must be provided, and a good system of ventilation assured. Fireproofing and noise-eliminating devices are always desirable. All parts designed for public use must be easy of access to the principal corridors and vestibules, which should be roomy, with stairways easy of rise, and without dangerous twists and bends.

Plenty of direct light is wanted at all points, borrowed light never being satisfactory. Every superfluous decorative contrivance, all poky nooks and useless recesses are objectionable, and architectural features in any way likely to prove collectors of dust in positions not easy of attention by the cleaning staff should not be tolerated. Supervision is a chief factor to be borne in mind, and facilities for this from principal positions is very desirable. Heating and lighting are more definitely agreed matters than ventilation. The latter is generally a venture in the dark, each architect being more or less committed to some system, and few of these work out as well in practice as they do on paper. But heating systems are fewer, and with lighting, form matter of common experience. Hot-water or steam heating is generally used, but it is wise to keep radiators a good space from the walls, to lessen the very objectionable discoloration which is frequently noticeable in large buildings. Electric lighting, when possible, is preferable to gas, being more readily manipulated, easier of contrivance and less destructive to interior decorations. Whether gas or electric lighting is used, frequent point lighting has been proved an advantage over cluster lighting, and further it is generally more economical of installation, saving the cost of large and elaborate gas-fittings or electroliers.

What departments to include in the scheme depends on many considerations: according to the

tone of the neighbourhood and social necessities certain sections of public library service may be thought undesirable, but here again the presence of an experienced officer will make itself felt. Whatever else is included in a building scheme, two sections are imperative—a lending department within easy access to the entrance of the building and a reference department in a situation as far as possible removed from noises, and where private study can be carried on without unnecessary distraction. Other sections depend upon needs, the views of the governing authority and the amount of income available for the maintenance of the work entailed. In a later chapter reference is made to the various parts comprised in a full library system, and it is on the point whether all these are desirable or otherwise that the area of a public library building is divided up. For instance, a vast difference in the construction will occur from the inclusion or exclusion of a lecture hall in the scheme ; the excellence of local housing conditions, the total of the school population and the average possibilities for home-reading will decide the establishment of children's reading halls, and so on. A safe line of construction is that which houses all departments on a liberal scale, with ample room for subsequent extensions and with allowance for interconversion should circumstances arise to occasion it.

An important development of a building scheme is the provision of fittings necessary for the operations

of a public library service. At this date library fittings specialists have devised many ingenious contrivances which make for a good and efficient public service, most of which are fully explained in a subsequent chapter, but it cannot be too emphatically urged that a little increased expenditure in the first instance is an economy in the long run.

The costs entailed in acquiring sites, buildings and even the primary stock of books may demand assistance from loans, as has been suggested earlier. These are taken up subject to the approval of the Local Government Board and are at recognised periods of repayment. With this work, however, the public librarian has little to do unless his appointment carries with it the duties of clerk to his committee, a class of appointment seldom made nowadays. The tendency to take up loans has been far too common, one fears, and the terrible toll in repayment should cause any authority to avoid such impediments as far as possible, even to the extent of waiting some time before entering upon the whole of their service, meanwhile accumulating funds.

Before leaving the question of the buildings and their adaptation or erection, one point of importance arises—the need for the committee to acquire a proper specification which will show in detail the cost of redecoration of the fabric, inside and out. This should be prepared in such manner that the committee can deal with buildings maintenance in

some agreed rotation of apartments, knowing what has to be done year by year to keep the structure in sound repair and good appearance, and knowing what such work will cost.

But whilst these constructional matters are in progress much work claims the committee's attention with respect to the preparation of their library, as well as arrangements for its control. The bye-laws to govern the institution are to be framed and these require great care. Their purpose is obvious, as are the powers they should conserve ; reference to the rules of a group of other established libraries will disclose the main points to be covered in these matters. Draft regulations are best submitted to the Local Government Board *as Regulations* to be appended to the usual Code of Public Library Bye-laws which is recognised by that authority and advised for acceptance.

The building in progress, the rules defined, the acquisition of a stock of books will be work of concurrent occupation for the librarian and his committee. As a rule, the knowledge that a library is in the course of formation brings offers of donations, large and small, and whilst these gifts are generally very useful in relation to a properly acquired stock, it is unwise to rely upon them in any way. If modern library practice has proved one thing more than another, it is that miscellaneous donations are weak foundations on which to attempt the construction of a stock. Their value varies with the extent and

selection of the stock proper with which they are embodied. Books are of value in proportion to their co-ordination—a pile of bricks heaped in a haphazard fashion will constitute an obstacle, but it is only when they are laid in a true bond that they make a wall. And so with the building of a library stock ; a bad start, a paltry opening venture made up mostly of disconnected donations and little direct expenditure, puts a handicap on capabilities for years to come. A committee should not be concerned with the number of books they accumulate, so much as with their nature, value and scope of representation. Donations are divided roughly into their grades of importance, those of authoritative stamp being borne in mind when stock lists are being prepared, the others being put aside for the time. The preparation of stock lists from which the basic collection is to be acquired, is no longer the trouble to an experienced librarian that it was years ago. Thanks largely to the efforts of librarians, select bibliographies are the rule nowadays, and any trained man of ability can proceed with such work with more certainty and direct information than his predecessors of, say, thirty years ago, although the range of literature has grown to such an extent and specialisation in subject-matter has been brought to such a fine point that at first sight the position to-day may appear more perilous than before.

From a general point of view exact classification has provided an immense aid to representative

book selection, and the officer who works his way through one or other of the approved schemes of classification will not be likely to err on the side of omission. In all major sections of knowledge there are the big general works; encyclopædic, voluminous authorities which are needed to provide information more detailed than will be found in smaller and more specifically designed books. Then comes the literature on each declension of a main section of knowledge, on each—or as many as possible of each—THE one book should be connoted. And so on, from the greater to the smaller, the general to the specific, throughout the range of books, these lists should proceed. Dozens of aids exist and few modern works of any importance are minus bibliographical particulars to guide the student; such aids as the American Library Association's Catalogue of 5000 books, "Standard Books," "Best Books" and others are handy guides in selection, but as this is the most important task of the librarian, it demands not only a good general knowledge and acquaintance with books other than select manuals on this branch of the subject, but also the ability to differentiate between the necessary and unnecessary even in such bibliographies.

The stock lists must be constructed with great care, duplicated for distribution and marked, item by item, on the *reserve* copy in such a manner that when the librarian receives quotations from the sources to which he has dispatched his lists, he will

be able to judge the fairness of such prices asked without further reference.

The books which are always needed, without which no library is complete, include many that can only be acquired secondhand, therefore the stock lists are sent to all reputable firms likely to be in a position to supply to requirements. By such means money can be saved and much stock material can be collected. Books unobtainable will then remain the subject of later enquiries, but they must not be forgotten; their occurrence at odd times affords the librarian his opportunity. Having scoured the book markets for secondhand copies, the balance of the lists (so far as funds will allow) becomes the quarry of the contract bookseller, with whom the committee will have come to an understanding as a result of advertising for tenders, and who will provide such works as are in print at very advantageous terms. Such is the safest way of acquiring a first stock, but it is not always followed. Financial limitations compel more haphazard acquisition at times, and in a day of cheap and good "remainders" one obtains much more for one's money and obtains it more easily by time spent in the metropolitan or larger provincial book markets; but it cannot be denied that such methods are less satisfactory, since they rarely result in a thorough representation, although they may yield much stock of a good variety at a cheap rate on the whole. The furnishing of a municipal library is much on a

par with the furnishing of a workshop ; it is easy to buy loads of really useful odds and ends on occasion at cheap rates, but the prior claim on funds available is for the provision of the absolutely indispensable things—the others can be bought afterwards if the money holds out. All this means money, and a good deal of it, and once again we are conscious of the lesson conveyed in our third appendix. The reader cannot look to this manual for instruction in the impossible art of making a silk purse out of a sow's ear. Public libraries are seldom adequately financed, but it is only possible in these pages to advance correct and tried methods of procedure ; this is not the place to describe the miserable shifts many municipalities have to make in regard to their public libraries. The " law's only penny " is a blight upon the effort it authorises, and if, at times, critical folk bring magnifying glasses to spy out a stock weakness here and there, let them pause to consider means to hand, and in fairness they will marvel more at what they find than what they miss. If a proper initial stock is to be got together and means are restricted, resort must be made to the process of grading the items of the stock lists into " immediately necessary," " secondary " and like divisions.

The collection of the initial stock of books occupies some time, and many other concerns fall due for consideration meanwhile. Before leaving this topic, however, it may be pardonable to add a note on

the creation of books subcommittees. These committees, who usually control the work of book selection and purchase, like all other committees, may be good, bad or indifferent in accordance with the stamp of individual elected to serve in such capacity, and whilst there can be no doubt that such a committee serves a useful purpose at times, it is quite dispensable where a good officer of wide experience has been appointed. A municipality may, by a bad stroke of luck, appoint a crank for its librarian, a man whose venue is limited and whose ideas as to the function of his institution are peculiar, but a books subcommittee is at times a dangerous means of putting several such cranks in control of the vital side of a public librarian's duties. Whatever good may result from the domination of book purchase by a subcommittee, assuming that it comprises men with the requisite book knowledge, it takes a deal of such usefulness to make one forget a well-known South London librarian's ineffective efforts to secure his subcommittee's sanction to the purchase of Gore's *Lux Mundi*, which that body persisted in regarding as one of those improper French novels ! A further objection to the election of book subcommittees is that the officer in charge is generally severely limited in purchasing powers without express voting thereon, and by such a process is hampered in acquiring necessary second-hand and special works that are sold before the date of the meeting convened to consider them.

But enough of this sidelight on stock provision: there remain many other features of importance. Mention has been made of contracts, these need arrangement. Usually contracts are entered upon for the supply of new books, bookbinding, the newspapers and periodicals for the newsroom (if such a section is included in the scheme), printing and stationery, cleaning materials and such-like. The first is but a matter of advertising, although care should be taken lest the bait of a higher discount land the committee in working arrangements with incompetent firms, whilst the second is more dependent upon technical specification. Library bookbinding is a special art, and firms to whom the work is entrusted should be able to produce satisfactory evidence of their ability to execute the work. Contracts for newspapers and periodicals require indications of requirements for the consideration of firms likely to tender, and those for cleaning material, stock lines of general printing and stationery should be quotations to special samples or particular trade lines.

The selection of newspapers and periodicals is not to be undertaken lightly, and, in view of the enormous political significance popularly assigned to these organs, the librarian is reluctant to enter further than is necessary into any discussion on the point, which requires the most unbiassed judgment on the part of the governing body. He is, however, wise in attempting to arrive at some definition of

his committee's opinion as to the purpose of such a department, for on this depends not only the question of the literature to be provided, but to some extent the attitude of the staff to the department.

Another important matter is that of insurance. The taking up of loans automatically enforces insurance, but there are instances when this matter is not brought so immediately to notice. It is a proper precaution to insure buildings, and all within them; books, fittings and generalia, everything perishable by fire or by the water used in overcoming fires, and which would be a charge in replacement.

Finally, there is the question of staffing the library, a matter best left in the first instance to the librarian, who knows what he needs, and who finds a good array of candidates with the necessary training as a result of the persistent efforts of the younger men and women for technical instruction. One word as to this staffing consideration. Apart entirely from any arguments as to the financial status of the library system in particular, the fact remains that the satisfactory candidate is the result of the satisfactory salary. The day has gone when this highly specialised employment finds the right class of worker on wages such as are paid for the lowest form of casual labour.

CHAPTER III

ADMINISTRATION (I)

BOOK PREPARATION.—Books have to pass through various processes before they are ready for public service. They are usually received from the vendor in bales, which need to be opened with care or the contents may be damaged, and when the final coverings are removed the books should be placed at once on convenient shelves ready for checking with the order book. The check with the order book should take into consideration edition, style and price, as occasionally expensive or unsuitable editions are substituted by vendors when the proper edition is not readily available. Any volumes not agreeing with the order should be set aside for return. Page by page collation to ascertain if each book is perfect, together with an examination of its general condition follows, imperfect or badly produced volumes in the case of new publications being rejected. It is next necessary to cut with a paper-knife all books requiring it, pains being taken to ensure that the knife passes cleanly into the back of the book when the top edges are being cut, otherwise a jagged and unsightly appearance is

produced. A bone or ivory cutter forms the most satisfactory tool, although some steel ones do the work very well. The official library stamp is then applied. These stamps vary considerably: some perforate the page, others emboss the name of the library, but the most common is an ordinary rubber stamp used with indelible ink. It is preferable that these stamps should be thin-line stamps, which can mark ownership in places inaccessible to the despoiler. A striking blow should never be made when using a stamp of this description or a smudged effect is certain to be produced; on the contrary, the pressure should be applied gently and evenly, the process being greatly facilitated if the stamp is provided with an air-cushion. Impressions must be made throughout each book at regular intervals, few or frequent, according to choice, the blank spaces at the beginning or end of chapters generally affording convenient space. Whatever intervals be decided for stamping the text, the backs of all plates, back of title-page and last page of letterpress certainly ought to bear an impression. Most libraries have a particular series of folios, under 100, which are always marked. Tidy and methodical stamping should be practised, as careless work is an unnecessary offence to all persons having any regard for books, and libraries should set a good example in book treatment. Collated, cut and stamped, the labelling of the volumes follows: those destined for the reference department will need only a simple

label giving the name of the library with an instruction that the book bearing it is not to be taken away ; but on a book for home reading the label is usually more elaborate, and a second, or dating-label, is also required. The first of these, known as the book-label, commonly contains the full title and address of the library, the hours of opening, and a selection of the most important rules governing the loan of books, with spaces for the book's number and classification mark. The selection of rules should not be long, as attention is much more likely to be given to a few brief sentences than to a quantity of closely printed matter, and the reason for the presence of the rules is that they shall be read and observed. This label is attached to the inside of the front cover, being of a size which will go easily into a small volume without being folded : four by six inches will be found a convenient size for both labels. The dating-label is ruled into columns and bears at the top simply an instruction that the book is to be returned on or before the last date stamped, or if the practice is to stamp the actual date of issue the period allowed for reading must be stated. The dating-label should be attached to the leaf opposite the book-label with a thin edging of paste, either along the top or side, permitting its removal as soon as it becomes filled with stamp marks. The common practice of affixing date-labels at the inner *back* board causes much delay in service. If the system of issue in vogue demands a small

pocket for the reception of the book-card, these should be attached in their proper position at this juncture.

Having passed through these processes the books are ready for circulation so far as their material preparation is concerned, but they have still to be accessed, classified and catalogued. Classification and cataloguing are dealt with in separate chapters, so it only remains to describe methods of accessioning. These vary in practice, but in principle are the same. The object is to provide a complete account, commercially, of every book acquired, as evidence of money expended, and to supply details of any volume which may be lost or need replacement for other reasons. Sometimes this record is kept in a book called a stock-book, but more generally in the present day on cards, a separate card for every book. The cards are printed, and provide spaces for the following details regarding each book :—

No.
Date.
Author.
Title.
Classification.
Publisher.
Condition.
Size.
Binding.
Published price, etc.,

and may be arranged in alphabetical, classified or numerical order. The last is the simplest and, in the long run, perhaps the best, although good arguments can be made for both the other arrangements. If either of the other orders is adopted, a key will be required. Each new book as it is registered on a card receives the next number in a running sequence, which number is recorded on the back of the title page, and should be entered thereon with neatness. The importance of this register of stock needs emphasising, as upon it alone can insurance claims be made at any time, or legal matters regarding the book stock be settled. It needs, therefore, to be maintained properly and to be preserved carefully, safe from fire or possibility of being tampered with.

Registration of Borrowers.—It will be patent that a register, in some form, of persons holding readers' tickets is a necessity, and it is equally necessary to maintain a register of guarantors, as well as one of addresses at which readers live. The people to whom tickets are issued are of various classes, for each of which a different kind of application form is required, tickets of course only being issued to persons formally applying for them. These classes are :—

1. Burgesses, who are seldom expected to provide a guarantor.
2. Non-burgesses, who require a burgess to act as guarantor.

3. Non-resident employees, who require a burgess to act as guarantor.
4. School children.

In some libraries alternative forms are provided for classes 2 and 3, enabling applicants to leave a deposit in lieu of securing a guarantor. School children are generally allowed to borrow books on the recommendation of head teachers. It is a general practice to allow borrowers in classes 1 and 2 to have a second or " student's " ticket, which is available for all kinds of books other than works of reference or prose fiction. Application forms may be distinguished by colours, a different coloured material being employed for each class, or they may bear a distinguishing number. The process of registration can be greatly simplified if standard size cards (5″×3″) are made to serve the purpose of application forms, those for classes 2 and 3 being arranged to receive the guarantor's signature on the back. Each day's batch of cards received having been checked with the current Burgess Roll to see if they are in order, are arranged alphabetically and the names entered into a register provided with a running number, every entry being given a separate number which is recorded on the card ; a special card is made out for the guarantors' index from applications in classes 2 and 3, and every new ticket issued is entered in the register of addresses, after which the tickets to be handed to the applicants are written.

When these processes have been carried through the library is in possession of a list of borrowers arranged alphabetically under names, a numerical list giving numbers by which borrowers may be identified, an alphabetical list of guarantors referring to the persons for whom they are responsible, and a list of streets in the library district revealing the houses in which borrowers are resident. The ticket given to the borrower bears his name and address, the registration number and the date on which the ticket expires. An old-fashioned practice was to require the would-be borrower to call the next day, or even the third day after depositing an application form before issuing a book: a much more satisfactory method for all parties concerned is to check the form while the borrower waits, and then if everything is in order to issue a book without further delay, merely recording in pencil the number of the book issued on the form. When the ticket is made out at the proper season it can be put directly on to the card of the book issued without inconvenience or trouble, the practice doing much to prevent the accumulation of new tickets applied for but not taken up. The register of addresses is required for a more serious purpose than the simple one of furnishing statistics as to which street contains the most borrowers: its real need is for protection against the spread of infectious disease. It should be the duty of the Medical Officer of Health to report daily to the librarian all cases of notifiable

disease occurring in the district ; with this report a daily check of the register of addresses is made and at once the residence of a borrower in an infected house is revealed. The borrower is then notified and cautioned against using the library until permission is granted by the medical authority, while a report is sent to the Medical Officer of Health, who demands any library book which may be in the house for disinfection or destruction. Medical opinion is that it is possible for books to carry disease, but that the risk is extremely slight. However, in the best interests of the common health it is wise that disinfection should be carried into effect, and in the case of exceptionally virulent diseases it may be best to destroy suspected books. When library books are destroyed in this way the public health department should bear the cost of replacement.

The Lending Department.—As has already been explained in the chapter on Organisation, a public library usually comprises a Lending Department and a Reference Department, whatever else is incorporated in the scheme. The Lending Department is generally the most popular of the book departments and demands the exercise of much thought and care in its administration ; in some respects it may be regarded as the backbone of the institution, for it is almost unquestionably its primary *raison d'être*. By the extent and quality of its work, the whole institution is popularly judged,

although this should not be so, as the importance and influence of the other departments can scarcely be overestimated. The keynote of the policy for conducting a lending department should be Progress: always there should be a seeking for methods of extending its usefulness and making known to the community at large its resources in all branches of knowledge. Attractiveness should be cultivated without lowering in any way the natural dignity of the department, order and tidiness are highly desirable, and the staff should be willing, courteously attentive, and prompt in action. There are two systems on which lending departments may be planned, i.e. " open " or " closed " ; that is to say, in the former case readers are allowed direct access to the books on the shelves, the staff only recording actual issues, while in the latter a counter separates readers from the books, the reader applying for a book either by number or title, the staff obtaining it from the shelves, recording the issue and handing the book over the counter. Most closed libraries are worked with an " indicator," which is a contrivance for indicating mechanically to readers books " in " or " out." In some cases indicators are only used for works of fiction, cards alone being employed for the rest of the stock, and there are many closed libraries where an indicator is entirely an unknown quantity. There are various kinds of indicators existing, but the one most commonly adopted is that invented by the late Alfred Cotgreave, F.R.Hist.S.,

a librarian of wide experience, who produced a number of useful mechanical devices. It consists of an upright frame which is screwed on to the counter, the side facing the public being glazed and the staff side being open. This frame is divided into columns by means of slats of wood fitted in to the top and bottom rails, and each column is divided into one hundred spaces by the insertion of small tin shelves. The frames are uniformly constructed in blocks of two or four thousand spaces, although, of course, other sizes can be made to order. Into the spaces little books or ledgers are fitted, having attached to them a piece of cloth-covered tin forming an integral part of the book, which is turned up at both ends, on each of which a number appears, one being on a blue ground the other red. These little books represent by their numbers the books available in the lending department, and contain spaces for author and title, date of acquisition, classification mark, etc., as well as columns for recording dates of issue, together with the borrower's number against each. They are arranged in one numerical sequence, in the indicator frame, the number of the blue ground being turned to the public side if the book it represents is " in," or the red if it is " out." Quoting from the inventor's descriptive circular the operation of issue is as follows: " A borrower having chosen a book from the catalogue, consults the indicator, and finding the required number to be on *blue*, denoting *in*, asks for the

book corresponding, at the same time tendering his library ticket. The assistant withdraws the indicator ledger, makes the necessary entries, inserts borrower's ticket and reverses the ledger, which then shows the *red* colour, signifying *out.* He then hands out the book asked for. The borrower's ticket will remain in this number until he changes the book, when his ticket will be transferred to the next number required, and the returned number will be reversed again, showing by the *blue* colour that the book it represents is again *in.* The entries need not be made at the time of issue, but may stand over until a more convenient opportunity. When a book is not required the ticket is returned to the borrower, and acts as a receipt, exonerating him from liability." Occasionally this device is used simply as an " indicator " of books " in " or " out," all the issuing records being made on cards, numbered blocks serving in place of the usual small ledgers. Overdue books are automatically detected by the use of the coloured ends to the borrowers' tickets. Each end of the ticket bears two colours, so that four are employed, thus: red, green, black and yellow. When a book is " out " and the ticket of the person to whom it is issued rests on the indicator ledger the coloured end is displayed to the staff. A different colour is used each week, the tickets on all books issued being turned one way as they are placed on the indicator ledgers. Thus at the end of the fourth week when the first colour becomes due

again in its rotation, any tickets remaining on the indicator which shows that colour betoken overdue books and need attention. An indicator greatly facilitates the issue-work, borrowers asking only for books known to be "in," and returned volumes being immediately indicated to the public as being again available ; but it is a rather costly contrivance, occupying an enormous amount of counter space and constantly encroaching on more as the library stock increases.

The card-changing system of issue is employed in closed libraries where the indicator does not obtain, and in all open access libraries. As the name implies cards are utilised for recording purposes, every book being represented by a card usually bearing its author, title and number, at times only number and press-mark. These cards are of different kinds : in some cases they are mere slips of stout paper, while the borrower's ticket is a piece of cloth-covered card with a pocket attached to it. When a book is issued the card is abstracted from its pocket, inserted in the reader's ticket and, the date of issue having been stamped on the book-label, the transaction is complete. Usually, however, the book-card is in the form of a pocket into which the reader's ticket is placed at the moment of issue, the principle being the same with the method reversed. The cards of books issued containing the readers' tickets are arranged in trays in one numerical sequence, each day's cards being kept separate under order of

date; when a book is returned its date of issue is noted from the label, and the card representing it picked out from amongst the others belonging to that date, this is then reinserted in the book and the ticket handed to the borrower, who retains it until receiving another volume. This method of keeping the cards of books issued in order of date automatically reveals the books overdue, as brief reflection will make plain, explanation being superfluous. In some cases where the book-card goes into the borrower's ticket, the issues are kept in one long sequence of alphabet by surnames of borrowers, who give their name on returning books. This guarantees non-crossing of tickets, and allows for dividing borrowers on busy nights (A–L M–Z, or so on), but is weak by reason of lacking automatic disclosure of overdues, without the addition of some colour scheme or other.

The Safe-guarded Open Access system is one by which readers have direct access to the books on the shelves. A much larger floor area is required than in the closed library, as book-stacks must be low enough for people easily to reach the top shelves, and they must be sufficiently wide apart to prevent overcrowding; also their disposition must be such as will permit a clear view to be obtained from the staff enclosure to every portion of the department, and whilst this proviso should certainly be secured it need not necessarily be interpreted so strictly as to result in eccentric archi-

tectural planning, as it is found that the mere presence of other members of the public acts as a deterrent to would-be evildoers. In many closed libraries small book stores necessitate stacks of considerable height at times. This is bad, and no argument against open access, since it demands ladders, staff trials, placing books above the lowest " heat line " where gas is used and makes for delays in service.

It is essential in an open access library that the books should be closely classified on the shelves ; it is equally important that guides to the contents of the shelves be provided generously and plainly though not too profusely. A minute classification is requisite, because readers would find it practically impossible to discover the books they needed if subjects were only divided into broad classes. For example, if all the scientific books were arranged in one class merely headed " Science," a reader seeking a treatise on astronomy would have to make a prolonged search ere he discovered what he wanted ; indeed, it would be quite possible in such a large collection to overlook his required volume altogether. This explanation is rather in the nature of a pursuit of the obvious, but it seems necessary in order to illustrate the point. Guides to the contents of the shelves are labels or blocks of various methods of attachment to or insertion on the shelves, directing the reader to the books he seeks. First, there must be a guide to

the whole apartment, which takes the form of a plan showing the positions of the book-stacks and proclaiming their subject-matter. Then affixed to each book-stack there should be a guide to the contents of that particular stack: there is some difference of opinion as to the best position for this guide, but generally it is fixed to the head of the stack, the top tilting slightly forward. Finally, there must be attached to the shelves labels indicating the subject-matter of the books under which they are placed. In some libraries the major guides have the lettering on glass—white on a black ground—and at night these are illuminated by means of small electric lamps, making the whole very clear and effective. Whatever may be the system of classification adopted the distribution of works of prose fiction in an open access library is a matter worthy of close attention. In the first place congestion at busy times has to be avoided, and as 50 per cent. of the people entering the department will be seeking books of fiction, it becomes imperative to distribute this part of the stock as widely as possible. There is, however, another good reason why this should be done; if readers are never brought into contact with any books other than fiction a large proportion will be content continually with fiction as a mental pabulum, and it is not desirable that they should, therefore some scheme has to be devised for bringing prominently to the notice of readers books in other classes of literature. This is commonly done by

arranging some cases of non-fictional works in juxtaposition to the fiction stacks, but it may be possible to improve on this idea by allocating perhaps two rows in every book-stack to fiction and filling up with other works. This would ensure an extremely wide distribution of novels, reducing congestion to a minimum and at the same time forcing readers into contact with books of a different type.

Misplacement of books by readers is, of course, inevitable : this fact must be accepted, and plans made to overcome it as far as possible. Few people deliberately misplace the volumes on the shelves, but persons unused to the handling of books, frequently seem to have a difficulty in deciding where a book came from, if they have not noted very carefully the position it occupied before its removal. To a large extent this trouble may be prevented by handing to the readers on entering the department a piece of strong millboard, or wood, about 9 inches in length by 5 in width, bearing on its side an instruction that whenever a book is taken from the shelf this marker is to be put in its place while the book is examined, so that there can be no possibility of error if it is desired to return it to the shelf. In addition, there should be constant examination of the shelves throughout the day by an assistant whose duty it is to correct misplacements. As an aid to the detection of misplacements the books in some libraries bear small labels varying in colours and shapes ; thus all the books on one shelf show a red

cube-shaped label, on the next a blue one of crescent shape, followed by a shelf of green diamond-shaped labels. Then if a green diamond label is erroneously placed with the red cubes it is quickly seen and easily placed in its proper position. All this, of course, means much labour and some expense, and it is questionable whether the convenience gained is worth it. A sharp-eyed assistant will perform the duty equally well without them, while this constant survey of the shelves is good training for the staff in gaining knowledge of the books.

As the books are returned it is best that they should be shelved temporarily within sight and reach of readers so that they are immediately available for issue again ; it is a bad plan for it to be possible for them to accumulate beneath the counter, where they are entirely out of circulation and are only returned to the shelves after needless delay. The procedure of obtaining a book in an open access library merely requires the reader to present his ticket or hand in a book, receiving his ticket in exchange, at the entrance wicket ; he then passes to the shelves and selects his book at leisure, afterwards proceeding to the exit wicket on the opposite side of the staff enclosure, giving up both book and ticket ; the former is then stamped with the date, handed back, while the ticket is retained with the book-card and the issue is complete. The discovery of overdue books has been described in both systems of issue : at the expiration of one month from the

date a book is taken from the library, it is customary to send the borrower a notice requesting its return, and reminding him that a certain fine has been incurred which will increase at prescribed rates until the volume is returned to the library. A printed postcard is most conveniently employed for the purpose, with blank spaces in which may be written the title or number of the book : on the face of the card appears an instruction to the post office for the card's return in case of non-delivery, as borrowers frequently change their addresses without giving notice at the library. If one notice fails to bring back the book, a second should be sent at the end of a week, and if this proves unsuccessful application has to be made to the guarantor. Precautions should be taken to ensure that these notices are not sent unless the book is actually overdue : instances could be quoted showing that borrowers have been requested to return books which they have never had, or which were even on the library shelves when the notice was sent. Mistakes do occur in the best regulated libraries occasionally, and it is well to avoid publishing them in this manner if the exercise of a little care will prevent it ; moreover, people are always wonderfully annoyed if accused of an offence they have not committed. The infliction of fines for the over-detention of books is an unpleasant practice which still seems necessary, although the revenue resulting is by no means unwelcome in most libraries. It is always wise to

exercise discretion in enforcing fines, and in cases of dispute it is generally best to give a borrower the benefit of the doubt, if there is a doubt on the staff side. Poor people, to whom a fine is a hardship, are sometimes excused with a polite caution if satisfactory evidence is forthcoming to show that the cause of the fine was the result of an oversight, the librarian or senior assistant on duty taking the responsibility, and a book should never be refused to a borrower who cannot pay the amount incurred through having accidentally come to the library unprovided with money. Many lines for such diplomacy and common courtesy suggest themselves to any official in a public capacity and they make for regard and popular estimation. The proper official receipt must always be tendered for any money received by members of the staff.

Reference Department.—The Reference Department, where it is worthy of the name, is possibly the most important and probably the one demanding most skill and wisdom on the part of the librarian for its successful administration. In a reference library the highest kind of work involving the use of books is carried out; students resort to it in pursuit of information not obtainable from text-books or works usually available in a lending department, frequently research work of some moment is done, and here the innumerable queries that occur to all individuals at various times are answered. There is no generally accepted definition of a " refer-

ence " book : expensive books and others not easily replaced, as well as those too large to be easily portable, naturally find a place in this department ; but after this no general rule can be adduced, and it is at this point that the skill and training of the librarian assert themselves. Reference Departments may be either " open " or " closed," as with the other book department. When " closed," application for books is made on slips specially provided, each slip requiring, besides details of the book, the applicant's name and address. The slip is handed to the assistant who obtains the book and either leaves the slip on the shelf in the book's place until it is returned, a practice fraught with danger, or sets it aside in a suitable receptacle there to await cancellation when the book is handed back. These slips of books in use are of great importance, and it should be the care of every assistant taking over the department as duties change throughout the day to have a glance through these slips of books issued by the member of the staff who is being relieved, ascertaining which are still out, and being sure that no irregularity has occurred. This should always be done at all staff changes in counter duty, not only as regards books in service in reading-rooms, but in cash matters as well. By such means error is located early, and the whole of a staff is not subject to uncertain blame for the carelessness of one of its units. These application slips are filed and statistics compiled from them. In an open access

reference library the reader signs his name and address in a book on entering the room, and is then free to take any book from the shelves to the tables for his use; all that is required of him is that the books shall be left on the table when he has finished with them. When the reader has left the table the assistant in charge notes the books used, for statistical purposes, and returns them to their proper places on the shelves immediately, not letting them remain for any browsing reader to pull about.

Office Work.—There is a considerable amount of office work entailed in the administration of a library system, and in order that this may be conducted in a proper business-like fashion recognised commercial methods should be employed. Outgoing letters must be copied, while correspondence received needs to be systematically filed for future reference. In some places the library accounts are kept by the accountancy department of the local authority, but where this does not apply the library staff becomes responsible and consequently a practical knowledge of book-keeping becomes necessary. In any case the librarian ought to be familiar with the system of account-keeping in vogue in order that he may be cognisant at all times of the library's financial position. Even though the main accounts are not kept at the library there will be petty cash and postage books, order books, with stationery or other stock accounts to be controlled, and as some of these are subject to auditorial scrutiny,

plain, straightforward methods are requisite. Estimating for future expenditure is an important and exacting item of a librarian's duties. Every possible avenue of expenditure has to be considered with extreme care, and money likely to be required apportioned according to the probable income. In the average public library, where the latter is always painfully limited, the task is one of great difficulty, approaching an exercise in financial jugglery. With experience the duty is performed with greater confidence, but to make nineteen shillings do the work of a sovereign ever demands the exertion of much mental effort.

Committee work looms large in every librarian's life, and much of his time is occupied in preparing for the monthly meeting of his committee or in carrying into effect the results of its deliberations. All questions affecting the policy and welfare of the institution in any way have to be submitted to this body, as well as reports on work accomplished or in progress. Some committees demand that they shall have the minutest details concerning the library laid before them month by month, while others are content to leave the minutiæ to the Chief Officer and to occupy themselves only with matters of moment. It is very desirable for the well-being of the library that the Committee should view it and its work with feelings of pride, and also that they and the staff should work harmoniously together. The personal element enters into the matter a great

deal, much depending upon the tact of the librarian and such members of his staff as come into contact with the Committee. Donations of books have been referred to in Chapter II in connection with the preliminary operations in organising a new library, but such donations in less bulk will be received all the year round and have to be presented to the Committee for acceptance or rejection. Usually it is wise to accept gifts of books, especially from local people, as although this may bring much rubbish, valuable items may occasionally be secured, and it tends to excite outside interest in the institution, which is generally worth doing. Naturally a committee only accepts such donations and does not promise to place them on the library shelves.

Accounting and storing stationery and printed stock require careful attention to avoid the unexpected running out of any article, as well as to prevent waste through dust or damage. Here again system is needed : parcels ought to be neatly tied, with labels outside stating precisely the nature of the contents. If possible each item of stock should have a permanent place of storage so that it can be quickly found by any member of the staff. Accounts should be kept on cards giving descriptive particulars of each article, together with vendor's name, price paid, quantity received, dates of supply and location. By proceeding in this manner information of value for estimating purposes is obtained, economy is effected, and if quantities

abstracted each time a parcel is opened are noted, the actual position of stock can be ascertained without calculation at any moment.

BOOKBINDING.—The binding and rebinding of books is a subject of which the librarian requires more than a little superficial knowledge. If the entrée to a small bookbinder's shop can be gained, some insight into the principles of the craft can be quickly gathered, a small shop being preferable for the reason that in the larger ones the operations are performed mechanically to a considerable extent, and the actual processes are more difficult to follow. A few half-hours with a friendly binder, combined with some practice, and much study of text-books will enable any person of ordinary intelligence to appreciate the various distinctions and requirements which constitute the binding of a properly bound volume. Several firms of binders make a speciality of binding from the sheets, by improved methods, books of fiction and others likely to be subjected to hard wear, with the object of rendering them more durable, and many librarians deem it economical to purchase new books so treated. Others are of opinion that it is cheaper to wear out first the publisher's binding and then to have the volume rebound by the special methods employed by all library binders. This is a point which each librarian must decide for himself, and he can only do so intelligently when he has a sufficient knowledge of the principles involved to value correctly the

niceties of the claims on each side. Many of the large library systems possess a small bookbinding plant, enabling the staff to carry out minor repairs, recasing books and even on occasion completely binding certain volumes; to employ a practical bookbinding staff in order to carry out all the binding required is, however, too expensive for any except the very largest library systems. The best book on binding for the librarian is the *Manual of Library Bookbinding*, by H. T. Coutts and G. A. Stephen, the authors both being librarians who have studied the subject in all its branches and who write specifically from the librarian's viewpoint. From this *Manual* the following statement of the essentials of a good library binding is quoted :—

(A) Flexibility.
(B) Strength and Durability.
(C) Solidity.
(D) Good Materials.
(E) Neatness.
(F) Lightness.
(G) Cheapness.
(H) Suitability of Style.

(A) "A well-bound book will open and shut easily; it will always open out flat and remain open at any page without assistance, and it will shut up completely and remain closed." . . . (B) "To ensure strength and durability in a binding, particular attention should be paid to the integrity of the sewing, the strength of the joints, and the quality of the materials. The strongest and best form of

binding for the average library book printed on paper of good quality is generally considered to be the 'tight and flexible' back, which is obtained by attaching the book directly to the leather used for the covering; hence the name 'tight.'" . . . (C) "A book when bound should be quite compact and not loose; a 'solid' book will last longer and remain cleaner than a 'loose' book." . . . (D) "Cheap inferior qualities of any material should be strictly avoided; it is essential that all the materials employed, thread, tapes, cords, paste, glue, boards, cloth, leather, etc., should be of good quality." . . . (E) "The general class of library book should be plainly finished, the back being briefly lettered in gold, and merely filleted in blind. The better class of work, to be found in the reference library, may be more fully decorated, but meretricious ornamentation should be carefully avoided." . . . (F) "The weight of the boards and other materials should be appropriate to the weight of the book itself." . . . (G) "The rate limit of British libraries necessitates the strictest economy being practised in the administration of every department of a library. The large number of defective books (from a physical point of view) that are now published imposes a severe strain on the funds available for binding; therefore, of necessity, library bindings must be cheap, but such cheapness must be compatible with durability and true economy." . . . (H) "It is obvious even to the casual observer of library binding that a binding

should be decided upon after the consideration of its fitness for the book." . . . "Before deciding on a style of binding for a particular book one has to consider its physical condition, size, popularity, value, and any special characteristics it may possess. These several qualifying factors must be judged in their relationship one to another."

A book having the above-mentioned requirements would give a maximum amount of service, and therefore prove economical in a library.

CHAPTER IV

ADMINISTRATION (2)

PERIODICALS AND CHECK LISTS.—Periodicals are supplied under contract, usually by a local news-agent, the contract being in legal form, specifying the amount of discount allowed. The number and kind of periodicals required will depend very largely upon the neighbourhood in which the library is situated; large city, small provincial and average suburban libraries all having their own special requirements. Although the majority of periodicals displayed are received through the contractor, a considerable number will arrive presented *gratis*, while some will be the result of a subscription paid direct to the publisher, better terms occasionally being secured by that means. Assuming a Newspaper Room to be part of the institution, the selection of papers displayed ought to represent as far as possible all shades of political opinion; in London some of the great provincial papers may be profitably introduced, while provincial libraries usually provide the leading London dailies. In many places a French and German newspaper are popular features. In the selection of weekly and

monthly publications due attention needs to be paid to the existence of local industries or tendencies, it being only just, for periodicals concerned with the woollen trades, to be available, for example, in the Bradford Public Libraries, and for furniture trade papers to be displayed in Shoreditch, the more expensive the publication, the greater being the necessity for its provision. There is always debate as to the wisdom of displaying religious periodicals, even though they be presented for the purpose, as many are; but every library authority will decide the question for itself, the librarian endeavouring to maintain a reasonable balance in the denominations represented. The proportion of popular illustrated magazines ought not to be too large, indeed it is best to aim at keeping it low, as the tendency always is to increase the number of this type of periodical; and publications of the "snippet" class scarcely deserve the dignity of being displayed in a public reading-room. Some attempt has to be made to meet the requirements of the feminine portion of the community, and separate tables furnished with a selection of the periodicals specially interesting to women may be conveniently set aside for their use, while, of course, they should have unrestricted access to all the other periodicals available.

The satisfactory display of periodicals is a question concerning which there is much difference of opinion, and which it is patent is also governed to

a considerable degree by the circumstances of each individual library. The objects to be achieved are :—

1. To advertise to every reader the actual periodicals available.
2. To arrange them so that they are easily found.

A prominently posted alphabetical list seems the only method of enabling persons to discover the names of periodicals provided, and by a simple elaboration this may be made a guide to their location in the library. So far the difficulty is not great, but to arrange scores, or it may be hundreds, of periodicals about a building so that a stranger may readily ascertain the exact location of any publication he requires is something of a problem. Up to the present no better means of displaying newspapers has been devised than that of attaching them to a wooden slope with a pinioning rod down the centre ; an alphabetical arrangement is possible, but rarely if ever employed, it being more usual to alternate papers of different political opinion and, where standard reading slopes are used, to place morning papers one side and evening papers the other, thus to avoid overcrowding. The positions of the papers can then be numbered and the number carried to each paper's title on the alphabetical list. Weekly and monthly publications, however, require protection on account of the

longer period of handling they endure, and this is provided by placing each one in a case, which consists of a strong cloth or leather-bound cover with a cord down the back, under which the periodical is slipped and held secure, the title of the periodical being stamped in bold letters on both sides of the case. Where space permits it is perhaps best for every periodical in a case to be fixed to a given spot on a table or reading desk. There are various devices for fixing, the most satisfactory probably being a fine chain, encased in leather to prevent rattling, which is fastened to the periodical case and anchored either at the top of the reading slope or beneath, the chain being of sufficient length to allow a reader to lean back in his chair holding the periodical up for perusal. A simple piece of cord fastened to a screw-eye beneath the table or reading slope is cheap and will serve the purpose. The method of affixing cases to the tables by means of a strong leather flap-hinge has much to commend it. A system of classification should be worked out before fixing the periodicals, and it is wise to distribute the popular magazines throughout the scheme so that there shall be no overcrowding at any particular spot. Although demanding a large amount of table space, this method of "fixed location" has many advantages: a reader having once become familiar with the positions of his favourite publications can always find them without trouble, and sees at once whether or not they are in use. By observation,

too, a rough idea may be gained by the staff as to the amount of service obtained from each periodical and there is also less likelihood of loss. Where the table space is too limited to allow this system in its entirety, a compromise may be effected; the most popular periodicals being fixed and the remainder being disposed in alphabetical order on a rack. A very convenient rack is the one known as the "Kensington," consisting of steeply sloped shelves with a bead at the bottom on which the periodical case rests, the title of the publication being lettered on the bottom of the case. The shelves slope closely under one another and a comparatively small rack will carry a large number of periodicals. Free tables stand near to which readers carry periodicals they desire to peruse, and they are supposed to return them to the rack when finished with. This they seldom do, and consequently there is soon a confused heap in which it is difficult to find anything, while if by chance a reader does return a periodical to the rack it is almost certainly put in its wrong place.

The guide to the location of each publication remains to be considered. As already mentioned the alphabetical list of periodicals available may be made to serve the purpose by indicating after each periodical's title where it may be found. Newspapers show the number of the stand on which they are placed, as has been explained, but the weeklies and monthlies have to be treated

rather differently. If their location is fixed, the tables or desks are lettered and the position of each periodical numbered, so that the situation is described as B3 or D5 as the case may be, this meaning Table B, 3rd periodical; or table D, 5th periodical. If the tables or desks are not large enough to carry many periodicals there is less need for numbering the latter, for with not more than eight a direction to the table only is sufficient, as it does not take long to scan these and the publication required is soon seen. Where only part of the periodical collection have recognised places, the remainder being displayed on a rack, the Guide will, of course, refer direct to the rack, and where periodicals are exhibited in different rooms the name of the room will have to appear in addition, or preferably, separate lists posted of the publications to be found in each room. The following will convey a clear idea of the requirements of a Guide to periodicals :—

FOR A SINGLE DEPARTMENT

A B C Railway Guide	Ref. Dept.
Bookman	B. 4
Cornhill Magazine	D. 3
Daily Telegraph	Stand 5
Evening Standard	„ 9
Fish Trades Gazette	Rack
Etc. etc.	

Alternative arrangement :—

NEWS ROOM

Daily Chronicle	Stand 7
Daily Express	,, 3
Daily Mail	,, 4
Daily News	,, 5
Evening News	,, 2
Freeman's Journal	,, 8
Manchester Guardian	,, 10
Morning Post	,, 12
Etc.	

MAGAZINE ROOM

Bookman	A. 3
Chambers' Journal	B. 2
Feilden's Magazine	C. 4
Gardeners' Magazine	D. 8
Graphic	F. 4
Etc.	

A check list of periodicals received must be maintained, ruled cards being employed, with colours to distinguish dailies, weeklies, monthlies, etc. Every periodical is represented by one card which states the source whence it is received, whether presented or purchased, its price, the day or time it is due, and its location, also it is advisable to append a note stating whether it is filed for binding or not. Careful attention should be paid to this check list, overdues have to be watched for, and the librarian informed at specified intervals of

publications not received, in order that notification can be sent to the proper quarter. Habituated to receiving and putting out large numbers of periodicals, assistants are apt to overlook the importance of their prompt receipt and display; it should be remembered that some members of the public are always waiting to see the new issues of weeklies which advertise situations vacant, and contracts open, so that any delay in making such publications available is often a real hardship, and even where this does not apply it should always be the practice rigidly to observe a punctual display of all current periodicals. Frequent examination of all publications put out is desirable in order that no out-of-date magazine or paper may remain on the tables, to give the department an air of being neglected by the staff. Many periodicals will be the better if they are stitched before being placed in their cases, this applying even to those that are wired, such as the *Graphic*, for constant usage soon pulls the wire through the paper, and few things look more untidy than a row of periodical cases with their contents projecting at all angles. The popular monthly magazines frequently give trouble owing to the cord of the case cutting through the back and dismembering them. This may be prevented by boring a hole with a bradawl through the magazine at each end of the back and passing several thicknesses of thread through it, thus providing a stouter resistance to the action of the cord. Needless to

say, such periodicals as require it will be cut before being placed on the tables, and likewise will receive two or three neat impressions of the library stamp in inconspicuous positions. All periodicals should be filed for a time in some convenient storeroom fitted with light wooden racks. A definite arrangement is required to enable a back number to be found quickly, and to keep files free from dust it is an advantage to cover each periodical with a piece of card slightly larger than itself, this having its front edge turned down to display the title, which can be written in bold letters. At intervals the accumulation of out-of-date papers, etc., can be cleared out and sold for waste-paper, but a reserve of the most recently current should be kept, in case enquiry should be made for them, certain magazines and reviews, of course, being set aside for binding. Most libraries give their readers the opportunity of buying periodicals as they come off the tables at half or third of the published price, better prices being realised in this way than they obtain as waste-paper, while many people regard the opportunity as a privilege.

It should be remembered that the Newspaper and Magazine Rooms are usually the most-used parts of the institution, consequently they should be made as bright and cheerful as circumstances will allow : a reasonable degree of comfort will not be amiss, and attention to details, specially in connection with ventilation, warming, lighting, etc.,

will be rewarded by the continued popularity of the departments, while even expressions of appreciation on the part of the frequenters are not unknown.

Special Departments.—The provision of special departments for children, ladies, or students is another of those questions relying for settlement on local circumstances. A separate children's department consisting of library and reading-room is eminently desirable if there are many children to be catered for, relieving the main library of much noise and inconvenience. A few adaptations to the juvenile character of the frequenters are necessary, but in the main the department is administered on the same lines as those designed for adults. If it is not possible to provide special accommodation, the children may be limited to prescribed hours for the use of the library in order to avoid interference with adult readers at busy times. Work with children is a particularly important part of the duties of a public library, and although it is dismissed here in few lines, it deserves the most careful attention on the part of all engaged in librarianship, and the study of its details ought to be pursued in the really wide literature concerning it which now exists. Special rooms set apart for the exclusive use of ladies are a superfluity and not to be recommended: reserved tables in the main reading-room entirely meeting all their needs. Where provided, the upkeep of ladies' rooms is an unnecessary expense, entailing the duplication of several periodicals,

calling for extra cleaning, and demanding supervision which is otherwise not required. Students' rooms are a luxury which few public libraries are able to afford, and they are not common in Great Britain. The idea is to place at the disposal of persons engaged in research work a separate room where investigations may be carried on undisturbed, and where the necessity to return books unfinished with at the end of the day is diminished to the greatest possible extent. In the United States the idea is carried into practice in some of the larger libraries, while one scientific society in London at least makes this provision, but in this case, strangely enough, advantage is rarely taken of the privilege of using them.

Branches and Delivery Stations.—Where financial resources permit, branch libraries are erected in populous districts beyond easy reach of the main or parent building. They may be important edifices or minor establishments, according to the demand likely to be made upon them, but it is preferable that they should remain *branches* of a complete system and not be allowed to become self-controlled entities operating independently. To what extent administrative responsibility should be allocated to the officer in charge is a matter of opinion over which circumstances exercise a certain amount of influence. Economy demands a directing centre from which the system can be regarded as a whole, dovetailing operations into one another so

that there may be a minimum overlapping and waste with a maximum efficiency all round. Uniformity of method throughout makes it possible for the members of the staff on the lower grades at any rate to be interchangeable, and it is arguable that senior assistants ought to be given opportunities for becoming acquainted with all departments of administration. Delivery stations are designed to serve outlying districts where the demand is insufficient to warrant the establishment of a branch, or where funds are too restricted to allow this. Usually an arrangement is made with the proprietor of a shop, who for a stated rent allocates a portion of his premises to the library authority; this is equipped with a bookcase in which a carefully selected number of books are placed. At specified times an assistant is sent to exchange books for readers and to take notes of books required from the central stock, these latter being sent in time for the next opening. At intervals the whole selection is changed, so that the readers may not be penalised too severely through living at a distance from the central library. Travelling libraries for rural districts are a hope of the future rather than a present-day fact; there is ample need for them, and in this direction again our friends in the United States have progressed much further than we have in this country, but the next step in British library legislation will almost surely make possible the organisation of a travelling system of book dis-

tribution to those situated in isolated places and whose need for literature is really greater than that of town dwellers.

Book Selection.—To go fully into the subject of book selection, other than the brief suggestions for selecting the original stock contained in a previous chapter, is beyond the scope of this Primer; it is a subject on which expert librarians are by no means agreed as to principles, it is also one for which it is difficult to lay down general rules. Suffice it to say that a definite system of selecting from literary reviews in all kinds of publications, with constant watch on the existing stock so that proportion is kept in sight, leads to the best results. It is also well for the responsible officer to have in mind some ideal towards which he can work; for example, one London library aims to provide a collection sufficient for the needs of any student in history or literature preparing for a University degree. This is an admirable aspiration, and similar ideals in other directions can be adopted which will lead to a useful library of really educational value being formed. Without some guiding principle there is danger of a library growing into a mere miscellaneous collection of books lacking unity and cohesion. It is not wise to attempt competition with other libraries in the same locality. Frequently in juxtaposition to a public library will be a technical institute or an art school, collecting books on subjects with which they are intimately

concerned: it is hardly good policy for the public library to be engaged in maintaining on its shelves a duplicate collection. If possible a working agreement should be entered upon, by which the one collection is made to supplement the other. Where there is a sufficiently large staff certain members may be charged with the duty of noting all books published in different departments of literature. At given intervals these notes, each providing full details of the books mentioned, together with a summary of any review which has appeared, are submitted to the chief officer, who from them selects such works as he thinks proper. A book-list is then made up, and when the committee has sanctioned expenditure on books, cards for each are made out from which, in its turn, the order for the bookseller is made. As the books are received their respective cards are taken out and placed in another receptacle; from every order there will nearly always be a residue of books which cannot be supplied from some reason or another, and the vendor's report concerning them will be noted on the card; afterwards these books can be sought through other channels. Additions to stock are frequently made as the outcome of suggestions on the part of readers. It is politic to indicate to users of the library that suggestions as to books likely to be of service are welcomed and considered by the committee, care being taken to avoid creating an impression that "consideration"

necessarily means acquiescence. When a reader's suggestions are adopted and the book purchased, he should be notified to that effect and be given the privilege of having first use of the book when ready for circulation.

Aids to Readers (Mechanical).—Aids to readers assume a variety of forms, their primary object being to enable people using the library to discover readily the books they need, but beyond this, they should aim at opening up the resources of the library to all comers, with the idea of attracting new readers, and further for leading established readers into higher planes of literature. That it should be part of a librarian's duty to attempt to direct the reading of the public is roundly disputed by many, but we feel that the official who takes a serious view of his responsibilities and a sincere interest in his work will consider it a real feature of his administration to adopt methods which will bring the best of the literature at his disposal to the notice of the community, with the purpose of reaping the benefits which the perusal of such literature will bestow. This is not the place to argue whether or not the reading of good literature has any moral, ethical or intellectual effect upon the reader, the weight of opinion is that it has, but it must be self-evident to every librarian that there are books in libraries which by remaining seldom used on the shelves are not earning their cost in service to the community, and which placed

in the hands of the right person might be the means of rendering actual practical service to the community: the difficulty being to get the right man into contact with the right book. Further than this, it is a notorious fact that five-sixths of the public at large have not the slightest conception of the resources of a library, or that information of value to them in their ordinary daily lives can be had by merely asking, ample witness to this fact being afforded by the "Answers to Correspondents" columns of any weekly paper. Therefore there seems no lack of justification for the policy of any librarian who uses every means in his power for assisting informed readers to find precisely what they require with the least possible difficulty, and for aiding others who are ignorant of, or indifferent to, the practical value of books, to become acquainted with the advantages that the book departments of a library offer. The catalogue is, of course, the principal aid, and this with its auxiliaries is dealt with in Chapter V. In a closed library a valuable aid is a counter show-case in which can be exhibited books of general interest apart from fiction; we say "apart from fiction" not with an intent to disparage fiction-reading, but because there is less difficulty in bringing fictional works to the notice of readers. To be constantly attractive a show-case ought never to be neglected; frequent change in the selection of books displayed is desirable, and some attention should be given to the topics

of the day. If preferred, representative books from each class of literature can be allotted places in the case, others being inserted as gaps are caused through selections made by readers. Typewritten topic-lists are a feature in most libraries, annotated lists of a selection of the books on any subject gaining public attention being prepared and posted in prominent positions. Such lists are only for temporary service, important compilations on subjects of permanent interest being made exhaustive and issued in printed form as Reading Lists, which are described in Chapter V. Where public access to the shelves is not in operation student readers should be given every facility for examining books in the Reference Department: this is definite assistance which is usually much appreciated, for it enables a reader to select the actual books needed, which is not always possible when a catalogue is the only guide. This practice may be profitably extended on occasion by the librarian permitting individual readers to inspect the books on the shelves. It is always well to have available for easy consultation a Guide to historical novels; indeed, bibliographical tools of the minor kind are of frequent service if placed within the reach of readers. Realising that numbers of people visit the public reading-rooms who do not make use of the book departments, some librarians make a practice of drawing attention to them by inserting reading lists in magazine covers, by appending

titles of books on the colonies available to the notices issued by the Emigrants Information Office, and by attaching to the cases of technical periodicals small announcements that books on the subject dealt with by the periodical may be had in the reference department, or for home reading from the lending department. Wherever there appears the slightest need for an aid which will render the institution under his control more popular and more serviceable the true librarian will devise means for supplying it, however difficult the circumstances or transient may be the service of any aid provided.

CHAPTER V

CATALOGUING

It is not the purpose of this chapter to attempt to give instruction in the complex subject of cataloguing : the intention is merely to discuss it generally, and to indicate the different forms in which it is practised. There are in existence many codes of cataloguing rules, but the code which exercises the largest influence on modern work is the one published jointly by the British and American Library Associations in 1908, and entitled : *Cataloguing Rules : author and title entries*. This volume, together with the various text-books available, must be studied closely, and much exercise in cataloguing must be accomplished before a person can become really expert, or competent to undertake the compilation of a satisfactory library catalogue. The philosophy of cataloguing is a topic on which matter of considerable general interest might be written : it is certainly one to which every cataloguer should give attention before commencing operations. The object of a catalogue is to supply a guide to the contents of a library; without one a library is a literary wilderness (of service only to

anyone who has dwelt in it long enough to become acquainted with its principal features, and some of its bypaths) giving fully of its treasure to no one. It is important to grasp the truth that a catalogue is a guide, and a guide not only to main thoroughfares, but to all the little by-ways, too: that is to say, it must make plain to a reader what literature is available on any particular subject, and also must direct him to books on related subjects. The ideal catalogue is a printed volume which will answer all the following questions, and it remains to be seen how far this ideal can be realised :—

What books are there by any particular author ?
What books are there on any particular subject ?
Is there a book with such and such a title ?

To the novice it may appear one of the easiest things imaginable to produce a guide which will achieve this, but there are several factors to be taken into account which succeed in making the art of cataloguing one of the most debated subjects in the whole of librarianship. The ideal catalogue of 5000 volumes is a feasible enterprise, but few libraries are so small as this, and the larger the library the more difficult is the problem. It will be recognised that catalogues need not necessarily be printed: they may be in manuscript, and although the tremendous advantage of convenient portability is sacrificed in the adoption of this

form, it is by this method that the nearest approximation to the ideal may be made. Few ordinary public libraries of 50,000 volumes and upwards can hope to publish a complete printed catalogue of their stock, for the outlay is very large, and the monetary return from copies sold is almost negligible. In these cases a manuscript catalogue at the library, with occasional select printed lists, is all that is possible. Special libraries are in a different position, as there is frequently a market for catalogues on specific subjects, and they may be sold at a price covering their cost.

It will be recognised that the question of expense is the one most powerfully governing the matter: with sufficient funds practically anything is possible, but in the present financial position of public libraries, only the smaller ones can stand the strain of producing a complete printed catalogue, and even to them the effect is temporarily crippling. Before proceeding to consider the different types of catalogue in vogue, a matter which requires much careful thought, on the part of a cataloguer, is the class of person for whom the ultimate compilation is intended. Persons likely to be familiar with books, such as the members of a learned society, make demands on a catalogue different from those made by the readers using an ordinary public library, and it will be found that the public library readers in different localities also have their own special requirements, while there is scarcely any

need to point out that a catalogue destined for the use of children should differ from one issued only for adults. The variations necessary are concerned chiefly with form and style, recognised rules in other respects being adhered to. The different forms a catalogue (MS. or printed) may assume are as follows :—

1. Author alphabetical.
2. Dictionary.
3. Classified.
4. Alphabetico-subject.

Author Alphabetical.—The simple catalogue arranged merely under authors' names in alphabetical order is rarely adopted except in the very largest libraries, such as the British Museum, Bibliothèque Nationale, etc. Experience proves that the demand for books on specific subjects is far greater than enquiries for the works of particular authors, as unless readers are familiar with the literature of a subject they cannot be expected to make definite application for particular books ; hence subject catalogues of some kind are usually provided unless the total collection is so large as to render the work impossible. The catalogue of the British Museum Library is arranged under authors, and consists of over one hundred printed volumes, but subject indexes to modern literature are provided as well, and bibliographical guides of all kinds are available.

THE DICTIONARY CATALOGUE.—This form of catalogue has had an immense popularity. It includes author, subject, title, and sometimes series entries in one alphabetical order, making the whole a kind of dictionary ; whence its name. All books are entered twice : once under the author's name and once under their subject, while many have a third entry under their title. The subject entries differ from those in a classified catalogue, each book being entered under its specific topic, and not under a general heading. For example, a book on Bees is entered under Bees, and one on Wasps appears under Wasps with cross-references from one to the other ; but in a classified catalogue both these would come as subheadings under the general heading " Insects." Subheadings are used to a certain extent in a dictionary catalogue, generally where the literature of a country or a wide subject is being dealt with. For example :—

Main heading : SPAIN.

Subheadings : History.
Description and Social life.
Politics.
Miscellaneous.

Main heading : CHEMISTRY.

Subheadings : History.
Theoretical.
Practical.

This practice prevents the accumulation of a large bulk of titles, and accelerates consultation. Cross-references are a very important feature, connecting related topics and enabling a reader to trace the literature of a whole subject. For example, after entries appearing under the heading Books, there would be references to Bibliography, Reading, Authorship, Illustration, Libraries, Printing, etc., so that literature concerned with books from any point of view is focussed in one place in the catalogue. It is readily apparent how easily entries are multiplied in this type of catalogue, so that a collection of thirty or forty thousand volumes properly catalogued by this method would result in a huge compilation, costly to produce and so unwieldy as to nullify its chief purposes. These deprecations must not be understood as reflections upon the system of cataloguing as such, but merely as pointing out its drawbacks in certain circumstances.

The Classified Catalogue.—When first introduced for public library purposes this form of catalogue met with considerable opposition, the principal argument against its adoption being the supposed difficulty readers would experience in using it. The rapid expansion of many public libraries, however, revealed the inherent disabilities of the dictionary catalogue, to which reference has been made, so that the adoption of the classified form became practically a matter of necessity in

a large number of cases. This caused a great measure of attention to be devoted to the special requirements of the Classified Catalogue, resulting in a more satisfactory compilation to-day than formerly. Usually the scheme of classification employed for a catalogue conforms with the one which serves the library : that is to say, the classes and divisions of the catalogue correspond with the order in which the books are placed on the shelves, the catalogue possessing the additional advantage of being able to present the same book in more than one place if its nature demands it, whereas the actual book can only occupy one place at one time. All classified catalogues require two indexes, one of authors the other of subjects, without these they are a complete bewilderment to an uninitiated person, and even to those versed in such matters the indexes are not unnecessary accessories. It is in the provision of these indexes that many classified catalogues fail ; few are without altogether, but there are those in which *one* has been thought sufficient, and while it is true that a good subject index is a considerable help, entire satisfaction can only be secured by providing an index to authors as well, for where the subject-matter of a book is indefinite it is only by this latter index that its position in the catalogue can be readily located.

It is a common practice to publish a classified catalogue in sections, each section containing all the books in a particular class. The system has

much to recommend it, as publication can be spread over a long period, thus relieving financial strain; readers are not compelled to purchase a complete catalogue at a large price in order to secure particulars of the literature in one division should their interest be so limited; re-publication is greatly simplified, and there are minor advantages such as reduction in bulk, etc. These sectional catalogues are compiled in the same fashion that a complete work would be, and require the usual author and subject indexes.

The last form of catalogue to be dealt with here is that known as the ALPHABETICO-CLASSED. It is an attempt to achieve the same purpose as a classified catalogue while eliminating its so-called complexity. All books are entered under their subjects, and the subjects appear in alphabetical order. In some respects there is little to distinguish it from a dictionary catalogue, and it shares the disadvantage of that form in that related subjects are frequently separated by the whole length of the alphabet. Entries only under authors' names do not appear, of course, neither is an author index always provided. The adoption of this style is not very general.

THE CARD CATALOGUE.—As its name denotes this form is one in which all the entries are made on cards, a separate card for every entry, the whole being contained in cabinets fitted with drawers of standard size. In the majority of cases it is a

manuscript production, but in the larger American libraries the cards are printed. The arrangement may assume any form ; usually, however, the cards are classified and indexes on cards in separate drawers of the cabinet guide the reader to the information sought. The advantages attaching to it are its great flexibility and the ease with which it is kept up to date. New cards can be inserted at any time just precisely where they are required ; entries relating to obsolete and other books withdrawn from circulation can be abstracted without trouble or injury ; entries can be duplicated and annotated to any reasonable extent at a cost which is quite negligible, and cards aiding the reader by giving directions to other sources of information or advice on the books available when there is a wide selection can be added. Against these advantages must be set certain drawbacks : the chief is its lack of portability, as a drawer full of cards cannot be carried about and used at the bookshelves ; only one person can consult the cards in a particular drawer at a time ; consultation is slower than with a printed catalogue, each card having to be separately manipulated before the next can be seen, and there are minor disadvantages in the matter of wear which, however, do not detract from its general efficiency as a catalogue. For further information on the card catalogue the reader is referred to the excellent monograph written by Messrs. Sayers and Stewart, details of which

are given in the the list of books appearing at the end of this volume.

Another form of manuscript catalogue is the "Sheaf" variety. In this case, instead of being on cards, entries are made on slips of tough paper which by a mechanical device are fastened into a specially prepared cover rendering the whole into book form. The fastening is released by a key in possession of the staff, and slips may be inserted at any place, or removed, at will. This form is preferred in some places as the catalogue can be split up better, consultation is easier, and it is quite convenient to use the individual volumes at the shelves or to remove them altogether for staff purposes without dislocating the whole catalogue. They show signs of wear and tear sooner, however, and there is a possibility of a volume being stolen.

A few words may fittingly be introduced here on the annotation of catalogue entries. Annotation has been defined as "a term in cataloguing applied to all processes of describing the leading features and ideas of books in a succinct manner, whether by analysis, or criticism, or both together." Its purpose is to reveal, impartially as may be, the intention and scope of the book with which it is concerned. Titles of books frequently convey erroneous impressions as to their contents, and although annotation is by no means limited to correcting such false impressions, it is in this connec-

tion and for amplifying the information contained in titles that it is most commonly used. The following is an example of an actual catalogue annotation and shows how the added details supply the deficiencies of the title, enabling the reader to decide at once whether the book is suitable for his requirements :—

SCHILLER (F. C. S.). Studies in Humanism, 1907.

The author is fellow and senior tutor, Corpus Christi College, Oxford.

Complementary to the author's "Humanism : philosophical essays." An advanced discussion of the nature and meaning of truth, from the pragmatic standpoint, and directed against absolutism and mere intellectualism. The book is somewhat technical and demands some knowledge of logic, psychology and metaphysics. See also James's "Pragmatism."

The extra cost entailed for composition prevents its being widely adopted in printed catalogues, but in the manuscript form it may be employed very fully with valuable results. The production of these annotations demands considerable skill, and while it may be truly said that with much practice the art becomes largely mechanical, yet so many factors have to be taken into consideration and so much literary and bibliographical knowledge is necessary, that successful annotators are none too plentiful. It would appear a difficult subject for which to propound rules, but Mr. E. A. Savage has, with much ingenuity, accomplished this in his *Manual of Descriptive Annotation*, which is a valuable exposition of the art and, together with the

writings of Dr. E. A. Baker, deserves close and careful study.

The issue of bulletins and reading lists is a branch of catalogue work, but includes other business as well. The bulletin is a periodical publication principally intended to inform readers on the latest additions to the library, but it is also extremely valuable as a means for educating readers in the proper use of books, for conveying to them details of the various activities proceeding in the library, and for other propaganda purposes which are dealt with in Chapter VII. The frequency of issue depends upon a variety of circumstances, the principal of which is, as usual, the cost of production. Some librarians are content with two issues a year; others are brought out once in two months, some are quarterly, and there are some published monthly. In most libraries a charge of one penny per copy is made, but the sale of copies is seldom large and the circulation is frequently disappointing. It is very much more satisfactory if free distribution can be provided, and this can be done by securing the co-operation of tradespeople who will pay to advertise in the publication. Considerable extra work is involved, but the benefits secured are ample compensation: it is a distinct advantage to be able to ensure that every borrower shall have brought to notice the latest additions to the library, and a bulletin distributed gratuitously is a most valuable medium for advertising a library's literary resources.

There is difference of opinion as to what the contents of a bulletin should be: on the one hand, some hold that literary articles, biographical notices of authors, etc., should be included, while others deem such a publication to have fulfilled its purpose if it provides readers with lists of the new books placed in circulation. As in most things the middle course is the wise one, and if this is adopted increasing interest in the library and its work will result. One of the best bulletins published in the British Isles is that emanating from the Croydon Public Libraries: the balance of literary, library and "new book" interest is nicely maintained, and the study of a file of its issues will reveal excellent principles for conducting a publication of this kind.

The preparation of Reading Lists is an important branch of cataloguing. It is constantly necessary to bring to the notice of readers the literature available dealing with a special subject. This necessity is brought about in a variety of ways: any topic gaining especial prominence in the newspapers suggests that the resources of the library concerning it should be displayed for the benefit of readers who may desire to gain first-hand information regarding it: lectures in local institutions or at the library, the seasons of the year, new discoveries, anniversaries, etc., all offer opportunities for advertising the books in the library through the medium of the Reading List. Attrac-

tiveness should be the primary aim in preparing these lists: a bare string of titles headed "Books on Birds" will prove repellent to all but the serious student, and as he is most likely to know the books he requires the list is superfluous so far as he is concerned, thus failing to justify the labour entailed by its compilation. If a different title is used such as "A Guide to the Literature in the Library relating to Bird-Life," a much better beginning is made. Then the books need to be graded, complementary volumes being brought together, popular works separated from those purely scientific in treatment, annotations must be freely used, and every effort made to render the list helpful and interesting, at the same time care being taken not to adopt too closely the methods of the patent medicine advertisement.

It will have become apparent during the perusal of this chapter that some knowledge of practical printing is very requisite to the librarian desiring the best results in the production of printed catalogues, bulletins, etc. It is highly important that he should understand the principles of type-setting, both hand and mechanical; he should learn to distinguish between type-faces, gather ideas on display work, comprehend what is meant by such terms as "imposition" and "make-up," familiarise himself with the process of "machining," and most essential of all, have a thorough grasp of proof-correcting practice, as in the course of his career

he will have much exercise in the correction of printers' proofs. The preparation of specifications for printing work with all that it involves, will also fall to his lot, and as this is a task in which mistakes are generally costly affairs, the subject needs attentive study. A few leisure hours spent in the works of a friendly printer will be found the best means of rapidly acquiring the outlines of the typographic art ; with this as a basis the book by Mr. C. T. Jacobi entitled : *Printing : a Practical Treatise on the Art of Typography as applied more particularly to the Printing of Books* (Bell and Sons, 7s. 6d.) may be read with much profit. Instruction and advice on the preparation of specifications will be found in Mr. J. H. Quinn's *Manual of Cataloguing*, to which the reader is referred, a detailed exposition of the subject being outside the scope of this Primer.

CHAPTER VI

CLASSIFICATION

Most people are unconscious of the fact that classification in its elementary forms plays a large part in ordinary life: that being so it is perhaps not very surprising that the classification of books by their subjects in a library has been urged by some even in recent times as unnecessary. Evidences of classification are apparent everywhere: it is commonly realised that a tobacconist does not sell eggs and that clothes are not purchased at a greengrocer's. In the domestic circle boots are stored separately from other wearing apparel, ironmongery is not usually mixed up with crockery ware, while in the pantry different articles of food have their recognised places. Narrowing the examples down, it is seen that money is classified according to the material of which it is composed—paper, gold, silver, bronze or nickel—and it is the practice to keep these different kinds distinct in bulk. These are familiar and commonplace examples, but prove, nevertheless, that the process of classification enters a great deal into everyday

life. In its highest form classification belongs to the domain of logic and is stated in logical terms, concerning itself with all knowledge. It is by no means a modern invention, for it exercised the minds of the ancient philosophers, and from Aristotle onwards all down the ages evidences of its existence in the spheres of philosophy and science are abundantly available. In all ages men have recognised that the process of classification lay at the roots of knowledge, and that a clearer perception of its principles would result in a widened understanding of the universal mysteries. A subject so naturally abstruse is capable of being interpreted in an infinite variety of ways, and schemes with differing bases are common throughout the range of philosophical and scientific literature. No scheme has been universally accepted, although some have exercised an extensive influence, and all have been superseded by each successive generation. Classification aims at reducing chaos to order : it separates things according to their degrees of unlikeness and groups them according to their degrees of likeness. Where concerned with material things it is most perfect when it reflects most completely their natural evolution ; where concerned with immaterial things or ideas it is artificial, but may be nevertheless evolutionary too, in its progression. The classification of books, however, is a somewhat different thing from the classification of knowledge and ideas : books frequently do not

deal with one idea or one thing only, therefore additional places have to be devised for a bibliographical classification, as it is called, in order to permit the inclusion of books general in their scope. It is in this way that the classification of books becomes an art, whereas the following of the order of nature which constitutes true classification is a science. The theoretical aspect of the subject is a very attractive one and must be pursued in the writings of Messrs. E. C. Richardson, J. D. Brown, W. C. B. Sayers and others recommended in Appendix E, for although it would be folly to asseverate that books cannot be classified by anyone not possessing a knowledge of the philosophical side of the subject, it is certain that a systematic scheme based on scientific principles will be applied more intelligently by one who has investigated the principles at first hand.

The classification of books, or bibliographical classification, demands things further and above those required by simply philosophical schemes: places must be provided for the location of books general in scope; literature of form, i.e. poetry, biography, and fiction, must be recognised and absorbed without dislocating the true progression of classes or violating reason; a system of notation must be added, for identifying individual classes or subclasses, as well as for marking the books which shall be located in those places hereafter, and finally

the scheme must be furnished with an index. Moreover, while being universal in scope, incorporating all known things and ideas, it must be sufficiently elastic in its tables to permit the inclusion in its proper place of any new discovery made at any future time, the notation being necessarily equally elastic. In illustration of this—a generation ago science had no knowledge of Radium, and consequently classification schemes then in vogue had no place for it. Now not only Radium, but the various methods of its employment in medical and physical research have to be understood and incorporated, and the old schemes which have permitted these additions to their schedules best are the ones most fitted to survive, as well as most true to nature in their principles. The system of notation employed (notation meaning those symbols adopted for distinguishing and designating the different classes, subclasses, etc.) plays a very important part in any classification scheme. Obviously these symbols should be such as can be readily understood and recognised by everybody, they should be all of one kind, and should be capable of indefinite expansion without becoming unwieldy. Those most commonly used are the Arabic numerals or the letters of the alphabet: they are understood by all, and everyone is able to grasp instinctively their value and order, it being totally unnecessary to demonstrate that 8 3 7 5 9 are not in natural sequence

or that A B C D E F are. For the present purpose it is safe to say that one or other of these forms of notation, or a combination of both, have been employed in all schemes designed for the classification of books, and it is scarcely probable that anything more simple will ever be invented.

The index with which a classification scheme is supplied is a feature requiring some consideration. Its purpose is to guide to the contents of the schedules and equally as much to ensure that books on special topics shall always be allocated to the same class ; or, in other words, that a subject maintains a constant place in a scheme. For example, several persons may use the tables of a classification for classifying the books in a particular library, but unless they are guided to the definite place in the scheme via the index, it is almost inevitable that books on the same subject will become separated through being viewed from different standpoints ; or, a place being made for a new subject in the tables, its entry in the index will ensure that all further books received on the same subject will automatically be marked to correspond. Besides referring to the actual subject-names appearing in the tables it must include all the synonyms of those names, guiding to the one place. Indexes are of two kinds—Relative and Specific. The former reveals different aspects of the one subject : for example, under Railways would appear the various aspects of that subject, thus :—

Railways :
Construction.
Economics.
Laws.
Nationalisation.
Working.

In the other form of index there would only appear one entry, and the different aspects would either be given under other heads, or would be distinguished by other means. In practical classification work, the index should only be used as a check : classifying by an index alone results in the perpetration of absurdities. This very rapid survey of the theoretical side of classification may be concluded with the following pregnant words quoted from Mr. Ernest Cushing Richardson's animating book on the subject : " . . . Classification itself is the highest function of the librarian's work, calling into play every faculty and every attainment of knowledge : the acme of bibliothecal work."

Systematic classification had to contend with considerable opposition in the British Isles before making much progress ; in the United States its utility was more quickly recognised, which perhaps accounts for the fact that whereas American librarianship has produced at least three very admirable and extensively worked-out schemes, there is only one of British origin which can claim equal consideration with them. This British scheme

is known as the "Subject Classification," and is the work of the late Mr. James Duff Brown, formerly Borough Librarian of Islington, a man who probably did more than any other librarian to systematise and forward library practice in the British Realm. Mr. Brown previously had to his credit a scheme called the "Adjustable," which was very generally adopted, but was not sufficiently exhaustive in scope to give it first rank, and in 1906 he published the scheme now referred to, which fulfils the highest claims.

The Subject Classification has eleven main classes based on four arbitrary divisions of the entire field of knowledge, with a class for Generalia added, and these classes are split up into twenty-four main divisions, each of which bears a letter of the alphabet, giving the following arrangement :—

A	Generalia.	
B–D	Physical Science.	Matter and Force.
E–F	Biological Science.	Life.
G–H	Ethnology & Medicine.	
I	Economic Biology.	
J–K	Philosophy & Religion.	Mind.
L	Social and Political Science.	
M	Language & Literature.	Record.
N	Literary Forms.	
O–W	History, Geography.	
X	Biography.	

A mixed notation is employed; that is to say, to the letters of the alphabet, Arabic numerals are added to distinguish the lower divisions, so that by using so few as three numerals in combination with twenty-four letters of the alphabet, a power of division into 24,000 parts is secured, with a symbol no longer than K842, for example. The prevailing object of the compiler has been to produce a "one-place" classification, and if this is admittedly an impossible achievement, yet certainly he has evolved a scheme which approaches that ideal more nearly than any other. Most schemes separate more or less widely theoretical and applied science: Mr. Brown has kept them together, allowing the one to modulate into the other, so that Electrical Engineering immediately follows Electricity and Magnetism in the main Class of Physical Science, the same principle being maintained all through. A masterly stroke, having no parallel in any other scheme, is the introduction of what are called Categorical Tables. When pointed out, one can readily perceive that there are a vast number of subjects that can be divided and subdivided in the same way. For example, there are bibliographies, dictionaries, histories, text-books, periodicals, etc., relating to most subjects: to provide places for them all would extend the schedules enormously, so Mr. Brown has gathered these "forms, phases, standpoints, qualifications, etc., which apply, more or less, to every subject or subdivision of a subject" into one

place under the general heading "Categorical Tables," and they can be applied by merely adding their own particular number to the classification mark after a point, thus :—

K110	Bible	(General).
K110.2	,,	Encyclopædias.
K110.53	,,	Concordance.
K110.59	,,	Pictorial.
K110.88	,,	Nomenclature.

To indicate locality or nationality, however, it is necessary to introduce the symbols from the main tables, the Categorical Tables not including them ; so that a book on the "Birds of Ireland" would be F6Uo, which being interpreted is the number for Birds F6, qualified by the number for Ireland Uo. There is no obligation to use these complementary tables, and with small collections they can be disregarded, but in a large library they are of immense value. The great "form" classes, i.e. biography, fiction, poetry, and essays, are arranged alphabetically under the subject in first case, and under the author in each of the others. The practical application of the system cannot be described here, but must be studied in its valuable introduction, where guidance is given for dealing with all those difficulties which consistently beset the classifier and which no system can avoid entirely. One great advantage to the British librarian possessed by the Subject Classification is the very full manner in

which the historical and geographical divisions are worked out : the other leading systems suffer from having had their origins in the United States where, naturally, greater attention would be given to requirements of American libraries than to those in other parts of the world.

Of the American systems the one bearing the honoured name of Melvil Dewey is the best known and most common in use, not only in its native country, but throughout the world. Mr. J. D. Brown, writing of it in 1898, said : " No system has been so widely adopted or so generally appreciated, and no other system has done so much valuable missionary work in the cause of systematic classification." First published in 1876—a slender volume of only 42 pages—an eighth edition was issued in 1913, each succeeding edition being an expanded and refined reproduction of its predecessor, no violent alteration in the general tables having been adopted. The scheme of the Classification is to divide the entire field of knowledge into nine main classes, numbered with the digits 1–9, with the addition of a general class to contain works which do not belong to either of the other nine, so forming a tenth class which is marked with a nought. Each main class is split up into nine principal divisions, with a tenth division for general works as before : in their turn these principal divisions are similarly separated, the process being repeated until the desired minuteness of subject is reached. The

arabic numerals are applied for the designation of each division and subdivision all through, with the insertion of a decimal point after the first three numbers to facilitate identification. The following are the main classes :—

0 General Works.
1 Philosophy.
2 Religion.
3 Sociology.
4 Philology.
5 Natural Science.
6 Useful Arts.
7 Fine Arts.
8 Literature.
9 History.

The tables of this scheme are a most fascinating study, the ingenuity of the numerical progression completely captivating the imagination of the student, leading him on to further investigation in all directions almost despite himself. Various mnemonic features are incorporated, certain subjects being always represented by the same number, the principle being observed throughout the tables wherever practicable without violating the general scheme. The index is on the "relative" plan, places being provided for subjects according to their relation to other subjects; it also "aims to give similar or synonymous words, and the same words in different connections, so that any person

of intelligence will hardly fail to get the right number." Many librarians are content to use only the first thousand divisions of the scheme, deeming them sufficient for ordinary purposes, but there seems no reason why the tables should not be applied in their entirety, the fuller usage not creating special difficulties. Books are arranged on the shelves by the classification number, and are always in numerical order, so it follows that the possession of a number indicates not only a book's subject-matter, but also its location on the library shelves. Thus a book number like 531·5 being interpreted, signifies a treatise on a subject in the 5th class—Natural Science, 3rd division—Physics, 1st section—Mechanics, 5th subsection—Gravity, and further informs the enquirer that it is to be found in that portion of the library situated between the books numbered 400 and those numbered 600. Modifications are frequently introduced by British librarians, particularly in the tables devoted to history and geography, while biography is often taken out altogether and shelved alphabetically under the subject's name. Any librarian undertaking the rearrangement of any of the tables needs to act with the greatest possible caution or he will soon find himself in difficulties, for so much labour has been expended upon the scheme in rectifying and refining it in its later editions, with every advantage in the way of expert advice, that it is scarcely feasible to make improvements. Objections may be made on

philosophical grounds to the order of some of the divisions, but as it would require the reconstruction of the whole work to bring them into what some regard as logical sequence, it is improbable that the task will be undertaken now, and the sheer merit of the scheme will command its continued popularity without doubt.

Another scheme of American origin is the one devised by the late Charles A. Cutter and known as the "Expansive Classification." Concerning it, one well qualified to judge has written: "It is safe to say that library methodology has received no more thorough, no more scholarly scheme, and none with greater possibilities of usefulness." The strange lack of interest in exact classification which was almost universal in British librarianship until recent years is most likely the reason why this very elaborate scheme is not better known, and there are very few libraries this side of the Atlantic where it has been adopted. The expansibility denoted in the title refers to the fact that the system consists of seven schemes of classification in progressive order of fulness; that is to say, it is designed in seven parts, each distinct from the other, but every succeeding part being an expansion of the former, making it possible to apply the system to exceedingly small or very large collections of books. The first scheme may be applied for the beginnings of a collection and as it develops the classification can develop logically in proportion,

the classes remaining in the same order, the divisions merely being subdivided more minutely. In carrying through a progressive adoption of the several schemes, however, the notation in many cases would have to undergo alteration, although not to the extent that other systems would demand. Practically, therefore, it is not wise to adopt too small a scheme when there is prospect of the book collection developing. The main classes of the Sixth Scheme are as follows :—

A General Works.
B Philosophy.
BR Religion.
C Christianity.
D Historical Sciences.
E Biography.
F History.
G Geography and Travels.
H Social Sciences.
I Demotics, Sociology.
J Civics.
K Legislation.
L Science and Arts.
M Natural History.
N Botany.
O Zoology.
R Useful Arts, Technology.
S Constructive Arts.
T Fabricative Arts.

U Art of War.
V Athletic and Recreative Arts.
Vv Music.
W Fine Arts.
X Arts of Communication by Language.

In this table are twenty-four classes which, with the exception of two, are represented with a single letter of the alphabet ; by the addition of a second letter the degree of expansion becomes 24×26, and when a third letter is adjoined the number of places produced is $24 \times 26 \times 26$, which represents over 16,000 by using only three letters. The notation is almost, but not entirely, pure, double figures 11–99 being employed to express countries. The compiler describes this feature thus :—

" We use figures to mark countries, and letters for all other subjects ; so that it is possible to express the local relations of any subject in a perfectly unmistakable way, the letters never being used to signify countries, and the figures never being used for any other subjects but countries. Thus 45 is England wherever it occurs : e.g. F being History, F45 is the History of England ; G being Geography, G45 is the Geography of England. This local notation can be used not merely with the main classes, but with every subdivision, no matter how minute, if it is worth dividing by countries, as : KI45 English Law, JT45 the English Constitution, and so on. Wherever one wishes to separate what

relates to England from other works on any subject, one has only to add the two figures 45 and the thing is done."

Another feature of this classification is an Author Mark, consisting of a scheme for expressing by brief symbols the names of authors, so that they may be appended to the bookmark to distinguish individual books. This scheme may be used with any other system of classification for indicating authors' names, its usefulness not being limited to the expansive system.

The only other classification system to be referred to here is that designed for the Library of Congress in Washington. It is on a most elaborate scale, and although portions were first published in 1903 some schedules are not yet fully worked out, while several have been almost entirely recast. In its origin the scheme differs from others in that it was constructed not theoretically as a classification of ideas, but, if the term may be used thus, *practically*, as the outcome of classifying a vast existing collection of books. Although it is argued that books are merely ideas in concrete form, yet it is reasonable to believe that this basic difference in the construction of the scheme may have influenced its working out in some measure. The main classes are almost identical with those of the Expansive Classification, and a notation consisting of both letters and figures is used. In some of the schedules a "one place" ideal has been sought, but the effort

has broken down in a number of instances. The system has proved very efficient in the library for which it was originally designed, and it is said that any individual book can be found for a reader among the 2½ million volumes of which the Library of Congress consists with greater rapidity than in any other similar-sized library. The system has been adopted for the National Library of Wales, but so far as we are aware this is the only place on this side of the Atlantic.

CHAPTER VII

LIBRARY EXTENSION WORK

In all public enterprises which keep, or attempt to keep, abreast of the times, not only must change in methods become necessary, but extension of original purposes are often desirable. In few other instances has this been so apparent as in the case of public libraries. Established under legislation which, though recently revised, has never been thorough or even fair in its provisions, these libraries have grown to take a front place in public requirements. The very nature of the difficulties under which they are administered has created a zealous application on the part of most responsible officers, and this zeal has displayed itself in offering the widest possible service to the public. Some librarians, rightly or wrongly, have thought that in a day when classical literature can be acquired for the price of a quarter-pound of tea, and when the person who does not buy a daily newspaper is the exception, there is less absolute necessity for a municipal book-distributing agency than was the case at a time when books were costly and not easy

of access, and threepence was a fair price for a respectable daily paper. Other librarians have been less affected by these external considerations, but yet have recognised the desirability for expansion of scope. It matters little under which category we place any particular librarian, his institution generally houses a variety of so-called "library extension work," and it can be said with certainty that many matters of importance which are gaining a wider appreciation every day, were likely to have remained without attention had not the municipal libraries taken them up. How far these extra labours are appreciated workers within the movement know, but it would be interesting to know how a future generation will regard them.

We have to remember that the Libraries Acts left the public library authorities the right to erect buildings, buy books to place therein, and also to check sundry offences which might be committed within those buildings or to those books. In no clause of the Acts do we find a direct purpose assigned to public libraries, and it follows that we are without any standard by which we may praise a progressive institution or blame a backward one. The mere fact that collections of books were to be housed in buildings to which the public had right of free entry, seems to suggest restriction to reference and students' work on the premises, and it is from the speeches of the introducers of the first legislation on this matter that we glean hints of

home circulation. For a long time the public library was naturally regarded as a depository for anything and everything, a kind of museum, recreation hall, unemployment bureau, and incidentally a place from which books could be borrowed, or where books and magazines might be read. The class of public library yet to emerge from this indefinite condition cannot be regarded as typical—it is to the more up-to-date libraries, replete with every conceivable extension of that fundamental service, that we must look for a fair assessment of the public library's value to the people who support it. From the mere stage of acquiring books for public perusal and study, it was an easy stride to the collection of special classes of books for the use of special sections of the populace. Special work with books suitable for the use of children led by degrees to the establishment of departmental work restricted to school children solely, in connection with which staff, book-lists, catalogues and all items of the service were provided and arranged with the definite object of meeting the requirements of the child borrowers. This work has grown to enormous limits; in the year 1912 no fewer than 6,000,000 suitable books were circulated amongst the school children of 139 towns and parishes, from general lending libraries or from such special departments as are mentioned above. There can be no measuring of the educational value of this work; it has been highly praised by inspectors of

education, and in many ways has claimed recognition at the hands of the teaching staffs of the country. It seems reasonable to conclude that since children are taught to read and reason in schools, there should be ample provision of material upon which they can sharpen the faculties thus developed. The question arises whether this work is a fair toll upon the slender resources of public libraries, or is a natural development of the responsibilities of a local education authority. There are signs that the latter conclusion is coming into acceptance and this phase of the library's extension work may, with time, be entirely operated from the schoolroom, or find a continuance under present circumstances but financed directly from the education funds. Whatever may arise, it remains to the credit of far-sighted library administration that this special work was brought to notice, and that for many years these libraries have carried on the task under the most trying circumstances. In 1912, when a special enquiry into this work was made, it was disclosed that 90 public libraries had at that date an accumulated issue of 28,788,714 books to school children to their credit—a mass of juvenile reading which is too vast for proper comprehension and must have assisted largely in building up the minds of the younger generation, and saving them from the snare of pernicious, cheap and nasty reading to which, but for these libraries, they must have turned. Work with school children

has its objectors as well as its advocates, yet it is found that where it has once been established the library authorities are keenly alive to its vast possibilities and value, and if objectors are right in regarding such work as part of the school service, they must remember that public library specialisation on behalf of school children focussed attention on this very pronounced need. The administration of these sections for children being usually on the same lines as that applying to the adult departments, the reference made to them in a previous chapter is all that need concern us here.

Whatever may be the correct view regarding children's work, there can be no two minds as to the needs of the blind. A blind person is not justly disenfranchised; loss of sight need be no barrier in matters municipal to which such person contributes his or her quota, and it was felt that numbers of our 30,000 blind population were without easy access to reading matter, even in towns where public libraries were in operation. The Library Association accordingly instituted an enquiry in 1913, whereupon it was revealed that public libraries collectively possessed over 11,000 embossed books, and that a large number of towns had recourse to loans from institutions and societies directly concerned with the provision of embossed literature. This is a matter which is perhaps wrongly treated as "library extension," but its special nature may be claimed in excuse. The part public libraries are

playing in this just and humane direction, together with full details for the inauguration or development of such operations, forms the subject of the Final Report of the Committee on Literature for the Blind,[1] and the interested person cannot be better advised than to consult this.

Of the greatest importance are those special collections of books bearing upon local trades and industries, well known to all students of library economy. By the provision of the best and more suggestive works upon the staple industries of a town, especially in a provincial district remote from access to the greater technical libraries, a stimulus to improvement is set up as well as a means for technical information, especially as such books usually run costly and lie beyond the pocket of the average craftsman. It would be most invidious to single out examples of this work for mention; an array of effort in this direction forms part of modern public library practice all over the country, and it can be reasonably held that our libraries are lending themselves more and more as industrial aids, and are playing no unimportant part in the circulation of technological literature.

We appear to be on the eve of considerable developments in regard to speciality in the musical direction, but as works of music have figured in library stocks for years, it demands little further

[1] Library Association Record.

remark here than would apply to the possibility of coming specialisation in any other of the several divisions of fine art.

Apart from books of special character or purposes, there is much undertaken by librarians nowadays to bring the public into closer touch with the literature of all sections of the classification. One of the chief means to this end is the lecture, illustrated or otherwise. Library lectures are now quite the general thing, but yet they are the subject of much division of opinion. Some objection appears reasonable where these lectures are of a hotch-potch, disconnected nature, lacking any sequence or point, and having no relation to books and reading. Such, they become mere amusement, very thinly disguised mental dissipations. The lectures that count are those arranged to a set plan by which the use of books will be encouraged and guidance to books afforded. University Extension Courses, Reading Circles in conjunction with the National Home Reading Union, Tutorial Class work and other efforts of the Workers' Educational Association and like bodies are most helpful, and certainly offer ordered sequence and definite purpose. But it must be borne in mind that all residents in a town are not students, nor will they ever be. There will always remain that large public who from circumstances are compelled to take but a general view of things, or from temperament are satisfied with superficial information, and it is a

question whether the public library should cater only for the few who are deep readers and solid thinkers, ignoring the folk who contribute the greater bulk of the institution's revenue, or offer something good and helpful to all classes. If it is justifiable to place a book of travel in Abyssinia on the shelves of a library, there appears to be no reason for objection to a lecture on travel in Abyssinia in the lecture hall, and by following this line of argument further one concludes that whilst lectures assist in opening up topics of interest, perhaps previously unknown, they are to be approved as a legitimate line of library extension. The number of library authorities organising these lectures, either directly or through the medium of voluntary committees for these purposes, is now rapidly on the increase, and the fact that it is unlawful to expend public library revenue for these purposes appears to be no obstacle. By all sorts of contrivances funds are raised to carry on these lectures, and they certainly tend to add to the popularity of the public library. More special courses, such as have been mentioned, as well as lectures on art and science in connection with art galleries and museums (both of which are generally under the same control as the libraries) are very useful and cannot be too well developed.

Another form of library extension is that directed to bringing the public with some knowledge of, or interest in, a particular subject into touch with the library's resources in the same connection.

Under this heading fall special catalogues, topic lists and the bulletin articles already referred to in a previous chapter, but more especially exhibitions of books as occasion seems to suggest. Art books, local literature and holiday literature are all well-tried ventures; but where special collections of any kind are made they cannot be too often displayed before the public. The exhibition is often of greater value to many people than the best and most analytically treated topic list. All minds are not so constituted as to get the full worth and assistance out of the best of catalogues. Not that there is any doubt as to the value of well-compiled class or topic lists, for these afford the most exact indication of the resources of a stock of books, particularly to those persons who have few opportunities for handling the stock, or whose ability to handle it without some such guidance is negligible. The best class of criticism directed to the question of the public library and its usefulness to the local community has agreed on one point in particular, viz. the need for much aid to the general public who are more or less strangers to literature, who find themselves in a maze when visiting a public library. Several good attempts have been made to this end, but all fall short of the ideal, since it requires many books to guide readers to the best in literature; books expensive to produce and with but a limited sale, after all. Such books as Robertson's *Courses of Study*, for instance, serve as good introductions

to reading, but good as that work is, it fails in application, since many of the works treated are now unobtainable, and the great mass of up-to-date literature is necessarily left out of consideration. No public library can attempt anything on such a scale as the work instanced, and since there is always a reluctance on the part of the general public to apply for information, library committees have to fall back on the select list or the pages of the bulletin—in both of which space generally forbids the more expensive treatment. A large provincial library authority undertook the publication of a guide to reading in forty pages, a very praiseworthy effort, but too small a handling for so great a theme. It was a step in the right direction, and it may still be possible for something of the sort to be developed later, either by co-operation or other means.

One great opportunity lies to the hand of the municipal librarian in the columns of the local press. Week by week, as matters come before the public, an article possessing some literary merit will be welcomed by most readers. In this the writer can bring the whole force of his collection and his knowledge of books to bear, with the triple advantage that it costs nothing, deals only with books that are in the local libraries (an important point), whilst its circulation is wide amongst those persons who are using the library, or who, whilst not using the institution, are pleased to note these constant

evidences of life in the town's library they assist in maintaining for the benefit of their fellow-residents.

Desirable as these developments may be, forming means to open up and popularise the ordinary stock of books in the library, a far wider scope for the capacity of the librarian lies in the field of local history, topography, tradition and custom. Our continental neighbours, whilst they are very much behind us in matters of public book-distribution, can shame us thoroughly on the count of the care taken to preserve local records and the extent to which they finance these measures. We Britishers are only yet groping towards recognition of the importance rightly attaching to such matters. If library extension fails to secure a lasting appreciation in every other direction, local record work alone will stand for permanent interest. It is unreasonable to expect results of this work to be apparent to any pronounced degree in our own day ; time will add value to it and to the collections of material which, but for the sense of public duty on the part of librarians, would in many cases have slipped away beyond recovery. Many difficulties confront the collector, not only on account of the rarity of material, but also because of the attitude of some governing bodies even when material is available. However, it is gratifying to know that wherever public libraries are established constant efforts are being made to preserve the older, and

save the contemporary and more fugitive matter to which future historians must look for their facts, and from which future generations will gather the past story of the towns of their birth. This record work is divided into certain defined sections, in all of which transcription plays some part. Our great national depositories and ecclesiastical archives contain more or less constant reference to every manor or parish in the kingdom for at least eight centuries, as well as personal information concerning important personages who have owned or resided in these places; their debts, their wills and the structure of their family relationships. In times of social upheaval, civil war, feared invasion, mobilisation of armed forces, journeyings of the Royal Court, visitations of heralds, or Crown or Church assessors, the districts more particularly concerned are frequently mentioned in State Papers, and much interesting information is provided not only from the standpoint of the nation's history, but more especially from the records preserved of the part this or that community played in the nation's story. From these the ordinary town-dweller of the twentieth century is brought face to face with the inseparable connection between his immediate parish and the nation generally, finding new interests in that which lies about him and heightening his civic sense in the process. It may be argued that these records are already in safe keeping. True, but what opportunities are there for a resident

in a far remote town to consult them? The immense work of transcription which many public libraries have undertaken, or have supervised, has resulted in bringing these texts into the districts they concern, and cannot be too highly rated. All local material is not so centralised. At hand are the manor rolls, the parish registers (the only entries of their kind before 1st July, 1837), tithe commutations, vestry minutes, churchwardens' accounts, and much else of a perishable kind, all deserving of some attempt at preservation, if only at the expense of transcription. It must not be forgotten that *all* famous Britishers were born, lived and died *somewhere*, and that in local records they figure in some degree or other. It is only when we dig into these piles of registry and documental record that we appreciate how far our local folk dabbled in affairs of State—the great ones in history again walk our streets or tread our field paths, sit in our churches or are laid to rest in the quiet confines of our parish cemeteries. And the knowledge is good for us, it makes better citizens of us, and any means to the wider dissemination of this knowledge will justify all the work entailed. That ideal of many librarians, the "index nominum" of their parishes, can only be made up from such a variety of sources, to which many valuable introductions and aids are now obtainable, by which labour can be reduced to the minimum. Such sources and the material covered may be classed as

historical, since the periods covered are generally of the earlier centuries, but with the removal of the paper tax and the development of the newspaper and that surprising crop of topographical works for which the late eighteenth and early nineteenth centuries were so remarkable, a further but less historical quarry lies to the hand of the worker. To this period largely belong those prints and engravings that preserve for us memories of much that time has removed; in this section falls that vast gallery of local portraiture so interesting to-day. The early newspapers with their records of local happenings—of fearful storms, of sales of lands and buildings, of local sports and junketings, personal doings, crimes great and small, manorial courts, ecclesiastical matters, agricultural prosperity or depression, odds and ends varied enough but all of some bearing on the life of the parish, command attention and deserve preservation. More contemporary material requires greater discrimination, but most things connected with a parish before, say, 1850 are sure to prove of importance with the progress of time. Who is saving it—who cares for it? Archæological societies are doing much, private individuals are following some more or less special quests, but surely there is need for the municipal librarian's best efforts to save his local archives and preserve his local records, in which work he invariably finds most unexpected assistance from private collectors who hand over

the work of years to the municipal store. Books relating to the parish, or written by present or former residents, or about them, generally form the special search of the librarian, and most towns are in possession of their local bibliography.

A later extension of local interest is that of photographic surveys, the storage and indexing of these prints usually being done at the public library. It is not confined to securing views of the moment alone, but includes the collection or copying of photographs of local importance which the development of districts has removed from the present possibility of the photographer. Local photographic societies as a rule take up this work with zeal, but in many districts photographic surveys yet await organisation.

Consideration of these matters brings us to that much-debated topic—county collections. In view of the severe limitations of public library finance and the enormous range of a county collection, one cannot but regret the wasteful duplication of effort to be witnessed in many a county area to-day, where a number of towns common to one county area vie with each other in gaining the best collection. With the passage into law of the new Public Libraries Bill this matter may receive some attention, but it seems desirable that, by common consent, one town in a county should be regarded as the location for that which concerns the county *as a whole*, leaving to the immediate districts the

task of preserving and recording material of a more local character.

Previous mention of co-operation from photographic societies prompts a word or two regarding other local societies, of which there are usually a number. These bodies can all be of immense aid to the public library and a cordial relationship with them should always be sought. The library generally covers the subject-matter interesting to their members, and the fact that in the membership of such bodies is found the more active members of a community suggests that much advantage may be gained by close association.

Library extension work—the extra undertakings that have grafted themselves on to the basic operations of a public library—has much to be said in its favour, and in the absence of other means to judge the activities of a public library system, stands as a signification of purposeful energy.

CHAPTER VIII

LIBRARIANSHIP AS A PROFESSION

TRAINING.—While the Public Library Movement remains in its present state of semi-organisation the training of librarians is almost sure to be haphazard and in a measure accidental, although it cannot be gainsaid that opportunities for technical training have been provided with fair lavishness on the whole. It is eminently desirable that anyone entering the profession should possess a general education at least approaching University matriculation standard; ignorance of the elementary things in any department of knowledge on the part of assistants does more to discredit librarianship and the power of the library movement than anything else, therefore it seems necessary to the present writers emphatically to insist that a good general education is essential for all who would succeed in this profession. Without it subsequent technical training will be only half intelligible, and although poorly equipped students may pass technical examinations and secure certificates, they can never enter fully into the entire intellectual domain of librarianship or appreciate its privileges. In its

present state of organisation the technical training consists of studying for the diploma of the Library Association, combined with practical work. The diploma is awarded to those who have passed examinations in the six sections of the Association's Syllabus, which are as follows :—

1. Literary History.
2. Bibliography.
3. Classification.
4. Cataloguing.
5. Library History, Foundation and Equipment.
6. Library Routine (Practical Library Administration).

In addition candidates are required to give satisfactory evidence of a knowledge of Latin and one modern foreign language, which may be done by submitting a recognised certificate or by undergoing an examination set by the Association ; also a thesis on an approved subject is required. Examinations are held annually and the sections can be taken as convenient, no restrictions being made with regard to order or time. The method of study is left to the discretion of the individual student, but Classes for sections 3–6 are provided at the London School of Economics, Clare Market, W.C., and Correspondence Classes are conducted for those unable to take advantage of these, under the auspices of the Library Association. Full details concerning

the Education Scheme and lecture courses, together with examination papers, will be found in the latest issue of the Library Association Year Book.

Prospects.—Librarianship as a means of livelihood is a subject to be approached with some hesitation: its principal drawback rests on the fact that there is not an expanding demand for trained librarians at the present time owing to a practical cessation in the development of the Public Library Movement. When new legislation, which is being actively promoted now, is brought about, no doubt the supply of literature to towns and villages throughout the country will be gradually organised and then the demand will be far larger. To-day promotion depends upon the retirement or death of those in chief positions, consequently advancement is slow. It must not be imagined, however, that the municipal sphere is the only one in which librarianship operates; there are the great State libraries, innumerable society libraries, commercial libraries, and libraries in commercial houses. All these require trained administrators, although there is great need for general recognition of this truth. The State libraries are a department of the Civil Service and entrance to them is only gained through the usual Civil Service channels, assistants being drafted in as "clerks." The society libraries appear to be of opinion that an individual untrained, but learned in the subject they most strongly represent, serves their interests best, but this opinion is

open to challenge. The commercial libraries rarely require librarians except for cataloguing purposes, as their business is conducted on a purely commercial basis, where the production of material profits is of paramount importance. Although not yet developed in this country to the extent that obtains in America, there is believed to be a growing tendency on the part of large business houses to maintain their own libraries, where all information in literary form valuable to the house is preserved and rendered easily accessible by elaborate analytical processes and indexing. In these domains only a trained librarian can secure the best results, but owing to the small amount of information at present available concerning these libraries there are no means of ascertaining how far trained individuals are employed. There is no doubt that the profession of the librarian is sadly in need of organisation : at present it is barely recognised as a definite calling, and the long-exploded idea that " there is nothing in it " is far more prevalent than some folks are disposed to believe. The future is largely in the hands of the young librarian of to-day, and much can be achieved if he will determine that he has a duty to the body corporate of his calling as well as to the institution in which he is immediately employed.

Salaries.—As to salaries, little can be said that will be reliable as a general guide. Responsible librarians receive anything from £80 to £1500 per

annum, the latter amount being paid in one or two State or semi-State libraries; the highest amount paid in municipal libraries may be put, perhaps, at £700 to £800 per annum. Posts with these salaries attached, however, are extremely few, and there are a larger number of chief officers in receipt of £300 to £500 a year, although these are not plentiful. Librarians of provincial towns probably average £200 to £250 per annum, while in the smaller places salaries go so low as £80 a year. Subordinate officers are proportionately well or ill paid: the second on the staff receives about half what is paid to the chief librarian, although in a few cases rather more is given. Assistants in charge of branches may be remunerated at anything from £80 to £200 a year, senior assistants receiving from £75 to £150. The wages paid to a junior fresh from school vary from 8s. to 10s. weekly and usually advance 2s. per week annually, but these increments do not proceed indefinitely, and by the time a lad is about eighteen years of age he must seek fresh pastures unless vacancies occur in the senior staff, when, if qualified, he may be promoted. Stated briefly in this manner the impression may be formed that well-paid posts are common, and that having entered the calling one has only to sit tight in order to secure a lucrative position in a few years. This is far from the truth and many men of ability are working as librarians for mere pittances after years of service; but, on

the other hand, opportunities *do* occur, men *do* advance, and those best qualified usually obtain fitting positions eventually.

Professional Associations.—The Library Association is the chief body representing British librarianship. It was founded in 1877 and received a Royal Charter in 1898. The objects of the Association are several, the chief being to promote library work in all directions, including the improvement of the position and the qualifications of librarians, to collect and maintain a library, to hold examinations in librarianship and to issue certificates of efficiency. Monthly meetings are held during the winter at which papers are read and discussed, and an annual meeting occurs in the early autumn, which usually extends over the greater part of a week. Also a monthly journal, *The Library Association Record*, is published. The membership consists of Fellows (Chief Librarians, Assistant Librarians in certain special cases, and holders of the Diploma of the Association), Members, Associate Members (those who are not professional librarians), and Student Members (under twenty-one years of age). The Annual Subscription is One Guinea, Fellows paying an entrance fee of One Guinea. The Association is responsible for the Public Libraries Act, 1892, which consolidated all previous Acts and secured several advantages ; at the present time the Association is actively engaged in promoting new legislation for public libraries, having for its pur-

pose the increase of the rate limit from one penny to twopence in the £, the legalising of payments to lecturers out of library funds, and to give power for County Councils to become library authorities. The Association should receive the support of all entering the profession of Librarianship.

For those holding subordinate positions in the profession the Library Assistants' Association was founded in 1895. Its purposes are much the same as those of the older body, but a need was felt for a platform where younger members could enjoy greater freedom in the expression of opinion, as well as a subscription more commensurate with the salary of an assistant. Meetings are held monthly from October to June and many excellent programmes have been arranged. A journal, *The Library Assistant*, was established in 1898 and has been published monthly with unfailing regularity since. The Association has enjoyed the favour of leading men in all ranks of life and this favour shows no signs of diminution, while many libraries and other institutions of varying degrees of exclusiveness have willingly thrown open their doors for meetings. A valuable " Report on Hours, Salaries, Training, and Conditions of Service of the Assistants in British Municipal Libraries " was compiled and published in 1911, which has exercised a beneficial influence in several directions and which will doubtless operate for good in future administration. A professional library belongs to the Association and

is of distinctly serviceable proportions, while constant additions are being made. Seven provincial Branches have been established, and there is probability of others coming into existence. A much-appreciated development has been the organisation of International Schools of Librarianship during the Easter vacation. These have been held in Belgium, France, Holland and London so far, and have been attended with conspicuous success; the social intercourse between workers from libraries of all types and of different nationalities, combined with visits to all kinds of libraries has been productive of most happy results, which will be of an enduring influence in many ways. The policy of this Association is to create a strong body of assistant library workers, not with the intention of using the strength thus secured for forcing unreasonable demands, but merely to maintain a voice able to command attention when necessary; to make for the progress of the Public Library Movement in all possible ways; and to forward librarianship by the provision of mutual help towards the best professional education. Annual subscription to the Association is 5s. for Members, and 2s. 6d. for Associates (i.e. those whose salary does not exceed £55 per annum).

IDEALS.—To the serious-minded individual of active intelligence the calling of the Librarian is one of the most privileged life has to offer. It has been compared, not unjustly, with those of the

priest, the physician and the teacher, offering as it does scope for active good in the widest possible degree. It is easy to wax sentimental and to proclaim in pulpit manner the opportunities afforded for influencing in the highest fashion those making use of the libraries of our land, but it is not mere sentiment that finds pleasure in aiding the student, guiding the ways of the beginner in the realm of literature, or fostering in the careless a love of noble books. If the service of his fellows is the goal a man seeks, regardless of the pecuniary rewards accruing, then in the librarian's calling will he find a field calling for the exercise of all his powers. An organised library is a domain in which individuals of greatly varying characteristics meet, old and young pursuing knowledge for its own sake, acquiring instruction in industrial operations, searching out the secrets of nature or striving for enlightenment concerning the great eternal mysteries of the spirit ; with all these the librarian comes into contact and he must be for ever scheming and planning to make their ways more easy, their efforts more sure of successful achievement. At all times scholars, as well as humbler folks, have testified to the self-sacrificing vocation of the librarian, anxious always to reveal hidden stores of knowledge, placing freely at the disposal of all the fruits of his own investigations and research, frequently advantaging another at his own expense, and striving continually to provoke the indifferent to the delights of the intellectual life.

We have, however, no desire to labour unduly this aspect of librarianship: our view is that it is a high calling, worthy of the best preparation and most consistent study, and we believe it to be admirably summed up in the following quotation from an eminent educationalist :—

"The business of a librarian is in point of fact a fine art, a highly skilled profession, which requires a great many valuable qualities if the duties are to be properly discharged. It requires not only knowledge, tact and administrative power, but great sympathy with learners in very early and very different stages of intellectual development. The power to be of service to all those who come to libraries is not easily acquired, but once obtained it makes its owner one of the most valuable of servants."—*Sir Joshua Fitch.*

APPENDICES

APPENDIX A

AN ACT TO CONSOLIDATE AND AMEND THE LAW RELATING TO PUBLIC LIBRARIES

[27th JUNE 1892.]

BE it enacted by the Queen's most Excellent Majesty, by and with the advice and consent of the Lords Spiritual and Temporal, and Commons, in this present Parliament assembled, and by the authority of the same, as follows :

ADOPTION OF ACT AND CONSTITUTION OF LIBRARY AUTHORITY.

1.—*Extent and application of Act.*—(1) This Act shall extend to every library district for which it is adopted.

(2) For the purposes of this Act and subject to the provisions thereof every urban district and every parish in England and Wales which is not within an urban district shall be a library district.

(3) This Act shall have effect as regards any parish which is partly within and partly without an urban district as if the part which is without the district were a separate parish, and the overseers for the parish shall be deemed for the purposes of this Act to be the overseers for that part.

2.—*Limitations on expenditure for purposes of Act.*—(1) A rate or addition to a rate shall not be levied for the purposes of this Act for any one financial year in any library district to an amount exceeding one penny in the pound.

(2) This Act may be adopted for any library district subject to a condition that the maximum rate or addition to a rate to be levied for the purposes of this Act in the district or in any defined portion of the district in any one financial year shall not exceed one halfpenny or shall not exceed three farthings in the pound, but such limitation if fixed at one halfpenny may be subsequently raised to three farthings, or altogether removed, or where it is for the time being fixed at three farthings may be removed.

3.—*Proceedings for adoption of Act.*—With respect to—

(*a*) the adoption of this Act for any library district; and

(*b*) the fixing, raising, and removing of any limitation on the maximum rate to be levied for the purposes of this Act; and

(*c*) the ascertaining of the opinion of the voters with respect to any matter for which their consent is required under this Act; the following provisions shall have effect; that is to say,

(1) Any ten or more voters in the library district may address a requisition in writing to the authority hereafter in this section mentioned requiring that authority to ascertain the opinion of the voters in the district with respect to the question or questions stated in the requisition: Provided that where the library district is a municipal borough

the requisition may be made by the council of the borough :

(2) On receipt of the requisition the said authority shall proceed to ascertain by means of voting papers the opinion of the voters with respect to the said question or questions ; but the said authority shall not ascertain the opinion of the voters on any question with respect to the limitation of the rate unless required to do so by the requisition, or with respect to any limitation of the rate other than the limitations specified in this Act :

(3) The procedure for ascertaining the opinion of the voters shall be in accordance with the regulations contained in the First Schedule to this Act ; and those regulations shall have effect as if they were enacted in the body of this Act :

(4) Every question so submitted to the voters shall be decided by the majority of answers to that question recorded on the valid voting papers, and where the majority of those answers are in favour of the adoption of this Act the same shall forthwith, on the result of the poll being made public, be deemed to be adopted :

(5) Where the opinion of the voters in any library district is ascertained upon the question as to the adoption of this Act, or upon a question as to the limitation of the rate, no further proceeding shall be taken for ascertaining the opinion of the voters until the expiration of one year at least from the day when the opinion of the voters was last ascertained, that is to say, the day on which the voting papers were collected.:

(6) The authority to ascertain the opinion of the voters for the purposes of this section shall be in a municipal borough the mayor, and in any other urban district the chairman of the urban authority, and in a parish the overseers.

4.—*Act when adopted to be executed by library authority.*—This Act when adopted for any library district shall be carried into execution, if the library district is an urban district, by the urban authority, and, if it is a parish, by the commissioners appointed under this Act; and any such authority of commissioners executing this Act are hereinafter referred to as a "library authority."

5.—*Constitution of commissioners for executing Act in parish.*—(1) Where this Act is adopted for any parish the vestry shall forthwith appoint not less than three or more than nine voters in the parish to be commissioners for carrying this Act into execution.

(2) The commissioners shall be a body corporate by the name of "The Commissioners for Public Libraries and Museums for the parish of , in the county of ," and shall have perpetual succession and a common seal, with power to acquire and hold lands for the purposes of this Act, without any licence in mortmain.

6.—*Rotation of commissioners.*—(1) The commissioners shall, as soon as conveniently may be after their appointment, divide themselves by agreement, or in default of agreement by ballot, into three classes, one third or as nearly as may be one third of them being in each class.

(2) The offices of the first class shall be vacated at

the expiration of one year, the offices of the second class at the expiration of two years, and the offices of the third class at the expiration of three years from the time of their appointment.

(3) The offices of vacating commissioners shall be filled by an equal number of new commissioners to be appointed by the vestry from among the voters in the parish; and every newly elected commissioner shall hold his office for the term of three years from the date when the office became vacant, and no longer, unless re-elected; but a person, on ceasing to be a commissioner, shall, unless disqualified, be re-eligible.

(4) Any casual vacancy among the commissioners, whether arising by death, resignation, incapacity, or otherwise, shall as soon as may be after the occurrence thereof be filled up by the vestry; but the term of office of a commissioner appointed to fill up a casual vacancy shall expire at the date at which the term of office of the commissioner in whose place he is appointed would have expired.

7.—*Meetings of commissioners.*—The commissioners shall meet at least once in every month, and at such other times as they think fit, at some convenient place; and any one commissioner may summon a special meeting by giving three clear days' notice in writing to each commissioner, specifying therein the purpose for which the meeting is called. Business shall not be transacted at any meeting of the commissioners unless at least two of them are present.

8.—*Proceedings of commissioners to be recorded.*—All orders and proceedings of the commissioners shall be entered in books to be kept for that purpose, and shall be signed by the commissioners or any two of them; and all such orders and proceedings so entered, and

purporting to be so signed, shall be deemed to be original orders and proceedings, and such books may be produced and read as evidence of all such orders and proceedings upon any judicial proceeding.

9.—*Power to vestries of neighbouring parishes to combine.*—(1) Where this Act is adopted for any two or more neighbouring parishes, the vestries of those parishes may by agreement combine for any period in carrying this Act into execution, and the expenses of carrying this Act into execution shall be defrayed by the parishes in such proportions as may be agreed on by the vestries.

(2) The vestry of each of the said parishes shall appoint not more than six commissioners in accordance with the provisions of this Act, and the commissioners so appointed for the several parishes shall form one body of commissioners and shall act accordingly in the execution of this Act.

10.—*Power to annex parish to adjoining district.*—Where the voters in a parish adjoining or near any library district for which either this Act has been adopted, or the adoption thereof is contemplated, consent to such parish being annexed to the said district, such parish, subject to the consent of the library authority of the said district being also given, shall be annexed to and form part of that district for the purposes of this Act ; the vestry of such parish shall appoint not more than six commissioners in accordance with the provisions of this Act, and the commissioners so from time to time appointed shall during their respective terms of office be deemed for all the purposes of this Act to be members of the library authority of the said district.

EXECUTION OF ACT.

11.—*Provision of libraries, museums, and schools of science and art.*—(1) The library authority of any library district for which this Act has been adopted may, subject to the provisions of this Act, provide all or any of the following institutions, namely, public libraries, public museums, schools for science, art galleries, and schools for art, and for that purpose may purchase and hire land, and erect, take down, rebuild, alter, repair, and extend buildings, and fit up, furnish, and supply the same with all requisite furniture, fittings, and conveniences.

(2) Where any of the institutions mentioned in this section has been established either before or after the passing of this Act by any library authority under this Act or the Acts hereby repealed, that authority may establish in connexion therewith any other of the said institutions without further proceedings being taken with respect to the adoption of this Act.

(3) No charge shall be made for admission to a library or museum provided under this Act for any library district, or, in the case of a lending library, for the use thereof by the inhabitants of the district; but the library authority, if they think fit, may grant the use of a lending library to persons not being inhabitants of the district, either gratuitously or for payment.

12.—*Provision as to acquisition and disposal of land.*—(1) For the purpose of the purchase of land under this Act by a library authority the Lands Clauses Acts, with the exception of the provisions relating to the purchase of land otherwise than by agreement, shall be incorporated with this Act.

(2) The library authority of any library district which is an urban district may with the sanction of the Local

Government Board appropriate for the purposes of this Act any land which is vested in that authority.

(3) A library authority may with the sanction of the Local Government Board sell any land vested in them for the purposes of this Act, or exchange any such land for other land better adapted for those purposes, and the money arising from the sale or received by way of equality of exchange, shall be applied in or towards the purchase of other land better adapted for the said purposes, or may be applied for any purpose for which capital money may be applied, and which is approved by the Local Government Board.

(4) A library authority may let a house or building, or any part thereof, or any land vested in them for the purposes of the Act, which is not at the time of such letting required for those purposes, and shall apply the rents and profits thereof for the purposes of this Act.

13.—*Power to grant charity land for purposes of this Act.*—(1) Any person holding land for ecclesiastical, parochial, or charitable purposes may, subject as hereinafter provided, grant or convey, by way of gift, sale, or exchange, for any of the purposes of this Act any quantity of such land, not exceeding in any one case one acre, in any manner vested in such person.

(2) Provided that—

(*a*) ecclesiastical property shall not be granted or conveyed for those purposes without the consent of the Ecclesiastical Commissioners; and

(*b*) parochial property shall not be so granted or conveyed save by the board of guardians of the poor law union comprising the parish to which the property belongs, or without the consent of the Local Government Board; and

(*c*) other charitable property shall not be so granted or conveyed without the consent of the Charity Commissioners ; and

(*d*) the land taken in exchange or the money received for such sale shall be held on the same trusts as the land exchanged or sold ; and

(*e*) land situated in the administrative county of London, or in any urban district containing according to the last published census for the time being over twenty thousand inhabitants, which is held on trusts to be preserved as an open space, or on trusts which prohibit building thereon, shall not be granted or conveyed for the purposes of this Act.

(3) Any land granted or conveyed to any library authority under this section may be held by that authority without any licence in mortmain.

14.—*Vesting of property in library authority.*—All land appropriated, purchased, or rented, and all other real and personal property presented to or purchased or acquired for any library, museum, art gallery, or school under this Act shall be vested in the library authority.

15.—*Management of libraries, etc., by library authority or committee.*—(1) The general management, regulation, and control of every library, museum, art gallery, and school provided under this Act shall be vested in and exercised by the library authority, and that authority may provide therein books, newspapers, maps, and specimens of art and science, and cause the same to be bound and repaired when necessary.

(2) The library authority may also appoint salaried officers and servants, and dismiss them, and make regulations for the safety and use of every library, museum,

gallery, and school under their control, and for the admission of the public thereto.

(3) Provided that a library authority being an urban authority may if they think fit appoint a committee and delegate to it all or any of their powers and duties under this section, and the said committee shall to the extent of such delegation be deemed to be the library authority. Persons appointed to be members of the committee need not be members of the urban authority.

16.—*Power to library authorities to make agreements for use of library.*—(1) The commissioners separately appointed for any two or more parishes for which this Act has been adopted may with the consent of the voters in each of those parishes agree to share in such proportions and for such period as may be determined by the agreement the cost of the purchase, erection, repair, and maintenance of any library building, situate in one of those parishes, and also the cost of the purchase of books and newspapers for such library, and all other expenses connected with the same.

(2) The library authority of any library district may with the consent of the voters in the district and of the Charity Commissioners make the like agreement with the governing body of any library established or maintained out of funds subject to the jurisdiction of the Charity Commissioners, and situate in or near the library district, and, in case of inability, objection, or failure on the part of the governing body to enter into such agreement, the Charity Commissioners may, if they think fit, become party to the agreement on behalf of the governing body.

(3) This section shall apply, with the necessary modifications, to a museum, school for science, art gallery, or school for art in like manner as to a library.

17.—*Power to library authority to accept parliamentary grant.*—Where a library authority accepts a grant out of money provided by Parliament from the Department of Science and Art towards the purchase of the site, or the erection, enlargement, or repair, of any school for science and art, or school for science, or school for art, or of the residence of a teacher in any such school, or towards the furnishing of any such school, that authority may accept the grant upon the conditions prescribed by the Department of Science and Art, and may execute any instruments required by that Department for carrying into effect those conditions, and upon payment of the grant shall be bound by such conditions and instruments, and have power and be bound to fulfil and observe the same.

FINANCIAL PROVISIONS.

18.—*Expenses of library authority how defrayed.*—(1) The expenses incurred in a library district in and incidental to the execution of this Act, including all expenses in connexion with ascertaining the opinion of the voters in the district, may be defrayed,—

(*a*) where the library district is a municipal borough, out of the borough fund or borough rate, or a separate rate to be made, assessed, and levied in like manner as the borough rate; and

(*b*) where the library district is an urban district other than a borough, out of the rate applicable to the general expenses incurred in the execution of the Public Health Acts, or a separate rate to be made, assessed, and levied in like manner as the rate so applicable; and

(*c*) where the library district is a parish, out of a rate to be raised with and as part of the poor rate, subject, however, to this qualification,

that every person assessed to the poor rate in the said parish in respect of lands used as arable, meadow, or pasture ground only, or as woodlands or market gardens, or nursery grounds, shall be entitled to an allowance of two-thirds of the sum assessed upon him in respect of those lands for the purposes of this Act.

(2) Where the library district is a parish, and is not combined with any other parish for the execution of this Act, then—

(i) such amount only shall be raised out of a rate for the purposes of this Act as is from time to time sanctioned by the vestry of the parish; and

(ii) the vestry to be called for the purpose of sanctioning the amount shall be convened in the manner usual in the parish; and

(iii) the amount for the time being proposed to be raised for the purposes of this Act shall be expressed in the notice convening the vestry, and (if sanctioned) shall be paid according to the order of the vestry to such person as may be appointed by the library authority to receive it; and

(iv) in the notices requiring the payment of the rate there shall be stated the proportion which the amount to be thereby raised for the purposes of this Act bears to the total amount of the rate.

(3) Where a parish or a part of a parish is annexed in pursuance of this Act to any library district, so much of the said expenses as is chargeable to such parish or part shall be defrayed in like manner as if such parish or part were a separate library district, but the sanction of

the vestry shall not be required for raising the sums from time to time due from the parish for meeting those expenses.

19.—*Borrowing by library authority*.—(1) Every library authority, with the sanction of the Local Government Board, and in the case of a library authority being commissioners appointed for a parish, with the sanction also of the vestry of such parish, may borrow money for the purposes of this Act on the security of any fund or rate applicable for those purposes.

(2) Sections two hundred and thirty-three, two hundred and thirty-four, and two hundred and thirty-six to two hundred and thirty-nine, both inclusive, of the Public Health Act, 1875 (38 & 39 Vict. c. 55), relating to borrowing by a local authority shall apply, with the necessary modifications, to all money borrowed by any library authority for the purposes of this Act, as if the library authority were an urban authority, and as if references to this Act were substituted in those sections and in the forms therein mentioned for references to the Public Health Act, 1875.

(3) The Public Works Loan Commissioners may in manner provided by the Public Works Loans Act, 1875, lend any money which may be borrowed by a library authority for the purposes of this Act.

20.—*Accounts audit*.—(1) Separate accounts shall be kept of the receipts and expenditure under this Act of every library authority and their officers, and those accounts shall be audited in like manner and with the like incidents and consequences, in the case of a library authority being an urban authority, and of their officers, as the accounts of the receipts and expenditure of that authority and their officers under the Public Health Acts.

(2) The accounts of the receipts and expenditure of a library authority being commissioners appointed under this Act, and of their officers, shall be audited yearly by a district auditor in like manner and with the like incidents and consequences as in the case of an audit under the Acts relating to the relief of the poor, and those commissioners shall be a local authority within the meaning of the District Auditors Act, 1879 (42 & 43 Vict. c. 6).

(3) The accounts of the receipts and expenditure under this Act of any library authority other than the council of a municipal borough shall be open at all reasonable times to the inspection, free of charge, of any ratepayer in the library district, and any such ratepayer may without charge make copies of and extracts from those accounts; and if any library authority or any person being a member thereof or employed by them and having the custody of the accounts fails to allow the accounts to be inspected, or copies or extracts to be made, as required by this section, such authority or person shall for each offence be liable on summary conviction in manner provided by the Summary Jurisdiction Acts to a fine not exceeding five pounds.

PROVISIONS AFFECTING LONDON ONLY.

21.—*Application of Act to city of London.*—(1) The city of London shall be a library district, and on this Act being adopted for the city, the common council shall be the library authority.

(2) The opinion of the voters in the city of London with respect to any question under this Act shall be ascertained by the mayor on the requisition of the common council.

(3) The expenses incurred in the city of London in and incidental to the execution of this Act, including all expenses in connexion with ascertaining the opinion

of the voters, shall be defrayed out of the consolidated rate levied by the commissioners of sewers, or a separate rate to be made, assessed, and levied by those commissioners in like manner as the consolidated rate.

(4) So much of this Act as limits the rate or addition to a rate to be levied in any library district for any one financial year to one penny in the pound shall not extend to the city of London.

22.—*Power for district in London to adopt Act*, 18 & 19 *Vict. c.* 120.—Every district mentioned in Schedule B to the Metropolis Management Act, 1855, as amended by any subsequent Acts, shall be a library district, and the provisions of this Act shall apply accordingly with the following modifications :—

(1) The opinion of the voters in any such district with respect to any question under this Act shall be ascertained by the district board on the requisition in writing of any ten or more of such voters :

(2) The library authority for such district shall be commissioners appointed by the district board, and the provisions of this Act relating to commissioners appointed for a parish shall apply with the substitution of " district " for " parish " and of " district board " for " vestry " :

(3) The expenses incurred in any such district in and incidental to the execution of this Act, including all expenses in connexion with ascertaining the opinion of the voters, shall to such amount as is sanctioned by the district board be defrayed by that board in like manner as if they had been incurred for the general purposes of the Metropolis Management Act, 1855, and the sums from time to time required for

defraying those expenses, to the extent so sanctioned, shall be paid by the district board to any person appointed by the commissioners to receive the same; but nothing in this enactment shall enable a district board to levy for the purposes of this Act any greater sum in any financial year than the amount produced by a rate of one penny in the pound, or any less rate specially fixed for the purpose of this Act in the district:

(4) The enactments authorising two or more neighbouring parishes to combine in carrying this Act into execution shall have effect as if any such district were included in the term "parish" and the district board of such district in the term "vestry":

(5) Where a parish in any such district has adopted the Acts hereby repealed or any of them, or hereafter adopts this Act, it shall be treated in all respects for the purposes of this Act as if it were outside the district, and, in particular,—

(*a*) a person shall not, by reason of being a voter in the parish, be accounted for the purposes of this section as a voter in the district; and

(*b*) a representative of the parish on the district board shall not take part in any proceeding of the board under this section; and

(*c*) the parish shall not be called on to contribute to the payment of any expenses incurred in pursuance of this section; and

(*d*) any question of accounts arising between the parish and the other parishes in the district, or between the parish and the district, in consequence of this section, shall be decided finally by the Local Government Board:

(6) After the adoption of this Act for any such district, proceedings shall not, except with the sanction of the Local Government Board, be taken for the separate adoption thereof for any parish in the district.

23.—*Power to vestry or district board in London to appropriate land for library, &c.*—The vestry or district board constituted under the Metropolis Management Act, 1855, for any parish mentioned in Schedule A or district mentioned in Schedule B to that Act, as amended by any subsequent Acts, may, if this Act is in force in such parish or district, appropriate with the sanction of the Local Government Board for the purposes of this Act any land which is vested in such vestry or board.

SUPPLEMENTAL PROVISIONS.

24.—*Adjustment of interests on termination of agreement.*—Any agreement under this Act between two or more vestries or library authorities, or between a library authority and any other body, may provide that on the termination of the agreement an adjustment shall be made in the interests of the several parties thereto in any property to the provision of which they have contributed, and as to the mode in which the adjustment shall be arrived at, and in the event of any dispute the adjustment shall on the application of any of the parties be made by an arbitrator appointed by the Local Government Board.

25.—*Saving for Oxford.*—Nothing in this Act shall interfere with the operation of the Act of the session of the twenty-eighth and twenty-ninth years of the reign of Her present Majesty, chapter one hundred and eight, so far as it relates to the collection of a rate for a public library in Oxford.

26.—*Constitution and proceedings of vestry for purposes of Act.*—For the purposes of this Act the vestry of a parish shall be any body of persons acting by virtue of any Act of Parliament as or instead of a vestry, and, where there is no such body, shall be the inhabitants of the parish in vestry assembled, but in the latter case the persons registered as county electors in respect of the occupation of property situate in the parish, and no other persons, shall be members of the vestry.

27.—*Definitions.*—In this Act, unless the context otherwise requires,—

the expression "urban district" means a municipal borough, Improvement Act district, or local government district; and "urban authority" means, as regards each such district, the council, improvement commissioners, or local board:

the expression "financial year" means the period of twelve months for which the accounts of a library authority are made up:

the expression "voter" means a person who is registered as a county elector or enrolled as a burgess in respect of the occupation of property situate in the district or parish in connexion with which the voter is mentioned:

The expression "overseers" includes any persons authorised and required to make and levy poor rates in a parish, and acting instead of overseers:

The expression "common council" means in relation to the city of London the mayor, commonalty, and citizens, acting by the mayor, aldermen, and commons in common council assembled.

28.—*Repeal.*—(1) The Acts mentioned in the Second Schedule to this Act shall be repealed as from the

commencement of this Act, save so far as any of them extend beyond England and Wales; and where those Acts have been adopted for any library district, that adoption shall be deemed to have been an adoption of this Act, and this Act shall apply accordingly.

(2) For the purpose of this section the said Acts shall be deemed to have been adopted for any district in which they were in force immediately before the commencement of this Act.

29.—*Saving as to local Acts.*—Nothing in this Act shall be deemed to limit, or to reduce or alter the limit of any rate which any library authority is authorised to levy under or by virtue of any local Act.

30.—*Commencement.*—This Act shall come into operation on the first day of October next after the passing thereof.

31.—*Short title.*—This Act may be cited as the Public Libraries Act, 1892.

SCHEDULES.

FIRST SCHEDULE. (Section 3.)

REGULATIONS for ascertaining the opinion of the voters in a library district.

In these regulations the expression "presiding officer" means, in relation to any library district, the authority required under this Act, to ascertain the opinion of the voters in that district on any question, or a person appointed by that authority, and that authority is referred to in these regulations as the "district authority."

PART I.—PROCEDURE BY VOTING PAPERS.

1. The district authority shall, before the day appointed for the issuing of the voting papers, provide the presiding officer with a copy of the burgess roll or county register, as the case may be, or of the part or parts thereof containing the names of all the voters in the library district.

2. On the day appointed for issuing the voting papers the presiding officer shall send by post or cause to be delivered to every voter at his address appearing in the roll or register a voting paper in the form contained in Part II. of this schedule or to the like effect.

3. Every voting paper shall bear the number of the voter on the roll or register, as the case may be, and shall contain directions to the voter, in accordance with these regulations, as to the day on which and the hours within which the voting paper is to be collected or sent, and as to the place at which, if sent, it will be received.

4. The district authority shall, before the issue of the voting papers, appoint such a number of competent persons as may be necessary to collect and receive the voting papers and to assist in the scrutiny thereof on such terms and for such remuneration as may be reasonable, and shall also appoint a convenient place within the district at which the voting papers are to be received, but the district authority shall not be required to collect any voting papers which have been sent by them to addresses beyond the limits of the district.

5. Voting papers shall be collected between 8 a.m. and 8 p.m. of the third day after that on which they were issued. Such day is hereinafter in these regulations referred to as the polling day, and such last-mentioned hour is hereinafter referred to as the "conclusion of the poll."

6. A voting paper shall not after collection be de-

livered up to any person except the presiding officer or a person appointed to receive voting papers.

7. The persons appointed to collect the voting papers shall, either before or as soon as may be after the conclusion of the poll, deliver the voting papers collected by them to the presiding officer or to a person appointed to receive the same.

8. A voting paper may be sent by prepaid post or by hand to the presiding officer at the place appointed by the district authority for the receipt thereof, so that it be received by the presiding officer at such appointed place before the conclusion of the poll. Voting papers, except those collected by persons appointed by the district authority, shall not be received at the appointed place after the conclusion of the poll.

9. Every person appointed to collect voting papers shall be appointed in writing by the district authority, and shall carry such writing with him while employed in the collection, and shall show it to any voter who may require him to do so. If any person so appointed fails to comply with this regulation, or if any unauthorised person fradulently receives or induces any voter to part with a voting paper, such person shall be guilty of a misdemeanour, and liable, on conviction, to imprisonment for a term not exceeding six months, or to a fine not exceeding twenty pounds, or to both imprisonment and fine.

10. A voting paper which contains the answer " yes " or " no " to any question put to the voters and is duly signed shall be deemed to be a valid voting paper with respect to that question,

A voting paper shall be deemed to be duly signed if signed by the voter with his full name or ordinary signature.

11. Where any voter is unable to write he may cause his voting paper to be filled up by another person. In

such case he shall attach his mark to the voting paper, and such mark shall be attested by such other person, who shall sign his name and append his address thereto. A voting paper to which such mark is attached, and which is duly attested, shall be deemed to be duly signed.

12. Any person fabricating a voting paper, or presenting or returning a fabricated voting paper, knowing that the same does not bear the true answer or signature of the voter to whom it was sent or intended to be sent, shall be guilty of personation, and liable to the penalties of that offence, as provided by the Ballot Act, 1872 (35 & 36 Vict. c. 33).

13. The presiding officer shall, as soon as may be after the conclusion of the poll, proceed to a scrutiny of the voting papers, and shall compare the same with his copy of the roll or register, and ascertain how far the voting papers have been duly signed by the voters.

14. A question put to the voters shall be deemed to be answered and determined in the affirmative or negative, according as the majority of valid voting papers returned contain the answer "yes" or "no" to that question.

15. Immediately on the conclusion of the scrutiny the presiding officer shall report to the district authority the number of voters who have voted "yes" and "no" respectively to each question put to them, and the number of voting papers which are invalid.

16. The presiding officer shall seal up in separate packets the valid and the invalid voting papers respectively, and shall transmit them, together with his report, to the district authority.

17. Upon receiving the report of the presiding officer the district authority shall cause the result of the poll to be made public in such manner as they think fit.

Part II.—Form of Voting Paper.

Public Libraries Act, 1892.

Borough (Parish or other Library District) of
No. (Here insert number of voter in burgess roll or county register, as the case may be.)

Question 1 . . [*To be omitted if Libraries Act already adopted.*]	Are you in favour of the adoption of the Public Libraries Act, 1892, for the borough (*or* parish, *etc.*) of ?	Answer 1. (*To be filled in* "Yes" *or* "No.")
Question 2 . . [*To be omitted if no question stated in the requisition as to limitation of rate.*]	Are you in favour of the rate being limited to one halfpenny in the pound? (*Or* to three farthings, *or* of the existing limitation of the rate under the Public Libraries Act, 1892, being removed, *or* of the existing limitation to one halfpenny being raised to three farthings *as the case may require.*)	Answer 2. (*To be filled in* "Yes" *or* "No.")
Question 3 . .	Are you in favour of an agreement being made with (*here designate the body or bodies, according to section ten or section sixteen of this Act*) for the purpose of (*briefly state objects of proposed agreement*).	Answer 3. (*To be filled in* "Yes" *or* "No.") [*To be omitted if no such question raised.*]

Signature of Voter.

1. *Note.*—This voting paper will be collected by an authorised collector between the hours of 8 a.m. and 8 p.m. on day, the 18 (*insert polling day*), or may be sent by prepaid post or by hand,

addressed to (*state name or designation of presiding officer, and place appointed by the district authority*). If it is sent it must be received at that address before 8 p.m. on the above-mentioned day.

2. You may require the collector to show his authority in writing. No authority is valid unless it is (signed by *A.B., or* sealed, or *as the district authority may direct*).

SECOND SCHEDULE. (Section 28.)

Acts Repealed.

Session and Chapter.	Short Title.
18 & 19 Vict. c. 70	The Public Libraries Act, 1855.
29 & 30 Vict. c. 114	The Public Libraries Amendment Act (England and Scotland), 1866.
34 & 35 Vict. c. 71	The Public Libraries Act, 1855, Amendment Act, 1871.
47 & 48 Vict. c. 37	The Public Libraries Act, 1884.
50 & 51 Vict. c. 22	The Public Libraries Acts Amendment Act, 1887.
52 & 53 Vict. c. 9	The Public Libraries Acts Amendment Act, 1889.
53 & 54 Vict. c. 68	The Public Libraries Acts Amendment Act, 1890.

APPENDIX B

A BILL TO AMEND THE ACTS RELATING TO PUBLIC LIBRARIES, 1914.

BE it enacted by the King's most excellent Majesty, by and with the advice and consent of the Lords Spiritual and Temporal, and Commons, in this present Parliament assembled, and by the authority of the same, as follows :—

1.—*Short title and construction.*—This Act may be cited as the Public Libraries Act, 1914, and shall be construed as one with the Public Libraries Acts, 1892 to 1901, the Public Libraries (Scotland) Acts, 1887, 1894, and 1899, and the Public Libraries (Ireland) Acts, 1855 to 1911.

2.—*Removal of limitations of expenditure.*—Where the Public Libraries Acts are already adopted (whether with or without any limitation of the rate), or may after the passing of this Act be adopted, in any district a rate or an addition to a rate shall not be levied for the purposes of those Acts for any one financial year in any district to an amount exceeding two pence in the pound, provided that nothing in this Act shall be deemed to limit or to reduce the limit of any rate which any library authority is authorised to levy under or by virtue of any local Act.

3.—*County councils to be library authorities.*—(1) The council of every administrative county may adopt the

principal Act for any part of the county comprising only parishes not within an urban district, and thereupon the council shall become a library authority, and the part of the county for which the Act is adopted shall become a library district.

(2) The principal Act may be adopted by a resolution of the county council passed at a meeting of the county council, and three months before the meeting special notice of the meeting and of the intention to propose the resolution shall be given to every member of the council, and the notice shall be deemed to have been duly given to a member of it if it is either—

(*a*) given in the mode in which notices to attend the meeting are usually given ; or

(*b*) where there is no such mode, then signed by the clerk of the county council, and delivered to the member or left at his usual or last known place of abode or forwarded by post in a prepaid letter addressed to the member at his usual or last known place of abode.

(3) The resolution, if passed at a meeting of the county council in accordance with the provisions of this Act, shall be published by advertisement in some one or more newspapers circulating within the administrative county, and notice shall be given to every council whose district or part of whose district would be assessed to the library rate, and otherwise in such manner as the county council shall consider sufficient for giving notice thereof to all persons interested, and shall come into operation at a time not less than one month after the first publication of the advertisement of the resolution as the county council may by the resolution fix.

(4) A copy of the resolution shall be sent by the clerk to the county council to the Local Government Board

within one month after the passing thereof ; in Scotland such notice shall likewise be sent to the Secretary for Scotland, and in Ireland to the Chief Secretary to the Lord Lieutenant of Ireland.

(5) A copy of the advertisement shall be conclusive evidence of the resolution having been passed unless the contrary be shown ; and no objection to the effect of the resolution on the ground that notice of the intention to propose the same was not duly given, or on the ground that the resolution was not sufficiently published shall be made after three months from the date of the first advertisement.

4.—*Exemption of district in which the principal Act is adopted.*—Where the principal Act has been adopted for any parish within the administrative county before its adoption by the county council for such parish, and in which a library rate is levied by a library authority, such parish shall be exempted from payment of the public libraries rate levied by the county council.

5.—*Circulating libraries.*—In addition to the powers vested in the library authority under the Public Libraries Acts the county council may provide circulating libraries and may utilise for library purposes any public elementary school provided by them and (with the consent of the managers) any public elementary school not so provided, or make other provision.

6.—*Expenses and borrowing.*—(1) The expenses incurred by the county council under the Public Libraries Acts shall be deemed to be expenses for special county purposes within the meaning of the Local Government Act, 1888, and in Scotland of the Local Government (Scotland) Act, 1894.

(2) For the purposes of the Public Libraries Acts a county council may borrow as for the purposes of the Local Government Act, 1888, but in the application of section sixty-nine of that Act to money borrowed for the purposes of the Public Libraries Acts a period not exceeding sixty years shall be substituted for a period not exceeding thirty years as the maximum period within which money borrowed is to be repaid.

7.—*Provision as to agreements with other authorities.*—Where the Public Libraries Acts have been or shall be adopted in any administrative county or part thereof, or in any district or parish within the same, or in any two adjacent administrative counties, or in one administrative county and the district immediately adjacent, the library authorities of these districts may make arrangements for carrying the Act into execution, either by combination or otherwise, according to the provisions of the Public Libraries Amendment Act, 1893, section four, and in Scotland according to the provisions of the Public Libraries (Scotland) Act, 1899.

8.—*Exemption from rating of libraries, &c.*—No library authority or person shall be assessed or rated to or for any local rate in respect of any land or buildings used exclusively under the Public Libraries Acts or under any local Act as a public library, public museum, school for science, art gallery, or school for art, or where part only of a building is used for any of such purposes in respect of such part thereof.

9.—*Provision of lectures, &c.*—It shall be lawful for any library authority to expend out of the library rate such moneys as they shall deem fit for the provision of public lectures or exhibitions. No charge shall be made for admission to such lectures or exhibitions.

10.—*Definitions.*—In this Act—

The word "district" means any city, borough, burgh, urban district, library district, parish, or other area or areas in which the Public Libraries Act (Ireland), 1855, the Public Libraries Consolidation (Scotland) Act, 1887, or the Public Libraries Act, 1892, may be adopted;

The words "library authority" mean the authority authorised to levy the rate under the Public Libraries Acts in any district;

The words "the Public Libraries Acts" mean, as regards England and Wales, the Public Libraries Acts, 1892 to 1901; as regards Scotland, the Public Libraries (Scotland) Acts 1887, 1894, and 1899; and as regards Ireland, the Public Libraries (Ireland) Acts, 1855 to 1911;

The words "principal Act" mean, as regards Ireland, the Public Libraries Act (Ireland), 1855; as regards Scotland, the Public Libraries Consolidation (Scotland) Act, 1887; and as regards England and Wales, the Public Libraries Act, 1892;

The words "local rate" mean any rate the proceeds of which are applicable to public local purposes, and which is leviable on the basis of an assessment in respect of the yearly value of property, and includes any sum which, though obtained in the first instance by a precept, certificate, or other instrument requiring payment from some authority or officer, is or can be ultimately raised out of a local rate as before defined;

The expression "administrative county" means the area for which a county council is elected in pursuance of the Local Government Act, 1888, the Local Government (Scotland) Act, 1889, or

the Local Government (Ireland) Act, 1898, but does not include the administrative county of London or a county borough.

11.—*Repeal.*—The Acts mentioned in the schedule to this Act are hereby repealed to the extent specified in the third column of that schedule.

SCHEDULE

Session and Chapter.	Short Title.	Extent of Repeal.
18 & 19 Vict. c. 40.	The Public Libraries (Ireland) Act, 1855.	In section eight, the words " in any borough or town in any one " year for the purposes of this Act shall not exceed the sum of " one penny in the pound, and "
50 & 51 Vict. c. 42.	The Public Libraries Consolidation (Scotland) Act, 1887.	In section eight, the words " The amount of the library rate to " be levied in any year shall in no case exceed the sum of one " penny in the pound of yearly rent or annual value as appearing " on the valuation roll, and " In section fourteen, the words " a sum or sums of money not " exceeding the capital sum represented by one-fourth part of " the library rate authorised by this Act, capitalised at the rate " of twenty years' purchase of such sum "; and the words " but so that the whole sum borrowed at any one time shall " not exceed the amount of the said capital sum after deducting " therefrom any sums set apart as a sinking fund as hereinafter " provided."
55 & 56 Vict. c. 53.	The Public Libraries Act, 1892.	Section two. Subsection (1).

APPENDIX C

TABLE OF THE VARIOUS GRADES OF RATE SUPPORT OF THE MINOR PUBLIC LIBRARIES, 1911.

Incomes.	England.	Scotland.	Ireland.	Wales.	Total.	Incomes.	England.	Scotland.	Ireland.	Wales.	Total.
to £10	2	1	0	0	(3)	Of £ 10 and under	2	1	0	0	(3)
£11 to 20	5	3	1	1	(10)	20	7	4	1	1	(13)
21 to 30	5	4	2	4	(15)	30	12	8	3	5	(28)
31 to 40	6	3	1	3	(13)	40	18	11	4	8	(41)
41 to 50	5	7	1	2	(15)	50	23	18	5	10	(56)
51 to 60	4	6	3	1	(14)	60	27	24	8	11	(70)
61 to 70	7	3	2	4	(16)	70	34	27	10	15	(86)
71 to 80	5	5	0	2	(12)	80	39	32	10	17	(98)
81 to 90	2	0	2	2	(6)	90	41	32	12	19	(104)
91 to 100	6	2	1	4	(13)	100	47	34	13	23	(117)
101 to 110	4	0	2	0	(6)	110	51	34	15	23	(123)
111 to 120	4	1	0	1	(6)	120	55	35	15	24	(129)
121 to 130	4	0	2	2	(8)	130	59	35	17	26	(137)
131 to 140	10	1	2	1	(14)	140	69	36	19	27	(151)
141 to 150	8	1	0	0	(9)	150	77	37	19	27	(160)
151 to 160	3	1	1	1	(6)	160	80	38	20	28	(166)
161 to 170	2	0	0	2	(4)	170	82	38	20	30	(170)
171 to 180	2	1	2	0	(5)	180	84	39	22	30	(175)
181 to 190	8	0	1	0	(9)	190	92	39	23	30	(184)
191 to 200	3	1	0	1	(5)	200	95	40	23	31	(189)
201 to 210	3	4	1	2	(10)	210	98	44	24	33	(199)

211 to 220	4	0	0	0	(4)	220	102	44	24	33	(203)
221 to 230	7	0	0	1	(8)	230	109	44	24	34	(211)
231 to 240	3	0	0	1	(4)	240	112	44	24	35	(215)
241 to 250	7	1	0	0	(8)	250	119	45	24	35	(223)
251 to 260	4	1	0	0	(5)	260	123	46	24	35	(228)
261 to 270	4	1	0	1	(6)	270	127	47	24	36	(234)
271 to 280	1	0	0	0	(1)	280	128	47	24	36	(235)
281 to 290	4	0	0	0	(4)	290	132	47	24	36	(239)
291 to 300	3	1	1	1	(6)	300	135	48	25	37	(245)
301 to 310	3	0	0	0	(3)	310	138	48	25	37	(248)
311 to 320	5	0	0	1	(6)	320	143	48	25	38	(254)
321 to 330	1	1	0	0	(2)	330	144	49	25	38	(256)
331 to 340	5	0	0	0	(5)	340	149	49	25	38	(261)
341 to 350	0	1	0	0	(1)	350	149	50	25	38	(262)
351 to 360	2	1	0	1	(4)	360	151	51	25	39	(266)
361 to 370	2	0	0	0	(2)	370	153	51	25	39	(268)
371 to 380	4	1	0	0	(5)	380	157	52	25	39	(273)
381 to 390	4	1	0	1	(6)	390	161	53	25	40	(279)
391 to 400	6	0	0	0	(6)	400	167	53	25	40	(285)
401 to 410	2	1	0	0	(3)	410	169	54	25	40	(288)
411 to 420	2	0	0	0	(2)	420	171	54	25	40	(290)
421 to 430	1	0	0	0	(1)	430	172	54	25	40	(291)
431 to 440	1	0	0	0	(1)	440	173	54	25	40	(292)
441 to 450	1	0	1	0	(2)	450	174	54	26	40	(294)
451 to 460	3	1	0	0	(4)	460	177	55	26	40	(298)
461 to 470	2	0	0	0	(2)	470	179	55	26	40	(300)
471 to 480	1	0	0	0	(1)	480	180	55	26	40	(301)
481 to 490	0	1	0	0	(1)	490	180	56	26	40	(302)
491 to 500	0	0	0	0	(0)	500	180	56	26	40	(302)

From the Parliamentary Return, 1912.

APPENDIX D

SUMMARISED PARTICULARS OF THE WORK OF THE MINOR PUBLIC LIBRARIES (IN FIVE GRADES).

			Income.	Volumes.	Issues.	Population.
Grade "A" Income, to £100	England .	(47)	2,489	111,703	275,596	241,805
	Scotland .	(34)	1,703	117,756	219,239	110,764
	Ireland .	(13)	737	22,662	45,413	128,291
	Wales .	(23)	1,344	46,286	78,057	109,097
	Totals : .	*(117)*	*6,273*	*298,407*	*618,305*	*589,957*
Grade "B" Income, £101–200	England .	(48)	7,154	243,225	909,179	569,467
	Scotland .	(6)	916	51,940	138,791	59,397
	Ireland .	(10)	1,452	42,347	63,300	141,290
	Wales .	(8)	1,183	33,128	88,355	60,604
	Totals : .	*(72)*	*10,705*	*370,640*	*1,199,625*	*830,758*
Grade "C" Income, £201–300	England .	(40)	9,915	297,219	1,178,620	644,010
	Scotland .	(8)	1,898	102,297	284,588	122,339
	Ireland .	(2)	510	5,382	15,209	29,227
	Wales .	(6)	1,437	24,215	82,043	75,913
	Totals : .	*(56)*	*13,760*	*429,113*	*1,560,460*	*871,489*
Grade "D" Income, £301–400	England .	(32)	11,809	182,740	1,482,462	712,254
	Scotland .	(5)	1,415	49,373	152,917	77,014
	Wales .	(3)	1,053	25,326	114,964	60,195
	Totals : .	*(40)*	*14,277*	*257,439*	*1,750,343*	*849,463*
Grade "E" Income, £401–500	England .	(13)	5,733	138,843	769,170	367,897
	Scotland .	(3)	1,354	39,547	154,974	65,678
	Ireland .	(1)	449	8,405	31,350	18,146
	Totals : .	*(17)*	*7,536*	*186,795*	*955,494*	*451,721*
	Grand Totals	**(302)**	**52,551**	**1,542,394**	**6,084,227**	**3,593,388**
The 5 Grades	England .	(180)	37,100	973,730	4,615,027	2,535,433
	Scotland .	(56)	7,286	360,913	950,509	435,192
	Ireland .	(26)	3,148	78,796	155,272	316,954
	Wales .	(40)	5,017	128,955	363,419	305,809
	Grand Totals	**(302)**	**52,551**	**1,542,394**	**6,084,227**	**3,593,388**

From the Parliamentary Return, 1912.

APPENDIX E

A SELECT LIST OF BOOKS FOR LIBRARIANS

BROWN (JAMES DUFF)

Guide to Librarianship. (Grafton and Co., 2s. 6d. net.)

Library Classification and Cataloguing. (Grafton and Co., 7s. 6d. net.)

Manual of Library Economy. (Grafton and Co., 8s. 6d. net.)

A Manual of Practical Bibliography. (Routledge and Sons, 2s. 6d.)

Subject Classification. (Grafton and Co., 15s. net.)

CANNONS (H. G. T.)

Bibliography of Library Economy. (Stanley Russell and Co., 5s. net.)

CLARK (JOHN WILLIS)

The Care of Books: an essay on the development of libraries and their fittings from the earliest times to the end of the eighteenth century. (Cambridge University Press, 7s. 6d. net.)

CLARKE (A. L.)

Manual of Practical Indexing. (Grafton and Co., 5s. net.)

COUTTS (HENRY T.) AND STEPHEN (GEO. A.)

Manual of Library Bookbinding. (Grafton and Co., 7s. 6d. net.)

CUTTER (CHARLES A.)

The Expansive Classification. (Library Bureau, $5.)

DEWEY (MELVIL)

**Decimal Classification.* (Forest Press, Lake Placid Club, Essex Co., New York, $6.)

GREENWOOD (THOMAS)

Edward Edwards, the Chief Pioneer of Municipal Public Libraries. (Scott, Greenwood and Co., 2s. 6d. net.)

LIBRARY ASSOCIATION

**Cataloguing Rules: Author and Title Entry.* (Library Association, 2s. 6d. net.)

PEDDIE (R. A.)

The British Museum Reading Room. (Grafton and Co., 1s. net.)

Fifteenth Century Books: a Guide to their Identification. (Grafton and Co., 5s. net.)

QUINN (J. HENRY)

Library Cataloguing. (Truslove and Hanson, 5s. net.)

RICHARDSON (ERNEST CUSHING)

Classification: Theoretical and Practical. (Scribner, 6s. net. *O.P.*)

SAVAGE (ERNEST A.)

Manual of Descriptive Annotation for Library Catalogues. (Grafton and Co., 5s. net.)

The Story of Libraries and Book Collecting. (Routledge and Sons, 2s. 6d.)

SAYERS (W. C. BERWICK)

The Children's Library. (Routledge and Sons, 2s. 6d.)

Grammar of Classification. (Library Assistants' Association, 6d. net.)

**A Short Course in Practical Classification.* (Library Association, 1s. net.)

SAYERS (W. C. BERWICK) AND STEWART (JAMES D.)

The Card Catalogue. (Grafton and Co., 3s. net.)

STEWART (J. D.)

The Sheaf Catalogue. (Grafton and Co., 2s. 6d. net.)

* *Stocked by Grafton & Co.*

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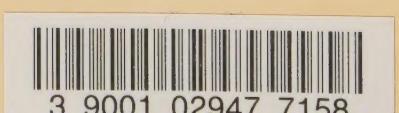
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